State of Arizona
www.sos.state.az.us

Secretary of State
e-mail: elections@sos.state.az.us

Campaign Finance Software

Handbook of Instructions

December 2003

2004 Election Cycle

Welcome from the Arizona Capitol in Phoenix.
The Secretary of State's Office publishes this booklet for those interested in how to use our Campaign Finance Software. Your comments about any of our publications are appreciated.

JAN BREWER
Secretary of State

Select Directory of the Arizona

SECRETARY OF STATE

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Introduction

December 1, 2003

Thank you for your interest in the Campaign Finance Software Handbook 2004.

Additional copies of this book are available from our Election Services Division. Call 602-542-8683 to reserve your free copy. Additional publications are available on our Web site at www.sos.state.az.us. Refer to the Election Services link.

If you need further assistance, contact our office.

Jan Brewer
Arizona Secretary of State

Notices

The Scope of this Handbook

This handbook is chiefly intended to help political committees at the state level to understand and comply with the laws of the state relating to campaign finance reporting and to provide some technical assistance and practical guidance on how to use the Secretary of State's campaign finance software to facilitate such reporting. Much of this handbook may be useful to political committees in other Arizona jurisdictions as well.

At the state level, after enactment of the Citizens Clean Elections Act, candidates have the option of two distinct financing programs for statewide and legislative candidate campaigns. Candidates may elect to finance their campaign through either private or public funding. The Clean Elections Act created additional guidelines and reporting requirements for both "participating" and "non-participating" candidate committees. This handbook attempts to detail those additional guidelines and requirements that apply to both participating and nonparticipating candidates. The Citizens Clean Elections Commission (CCEC) has principal jurisdiction over participating candidates. The Citizens Clean Elections Commission has issued its own handbook that interested candidates may obtain by contacting the CCEC at 602-364-3477.

A Note on Authority

Users should take note that the information in this handbook should not be considered as having the same weight and authority as Arizona Revised Statutes, established court decisions, attorney general opinions or CCEC rules and regulations. In the event any information conflicts, this handbook is not controlling, and users must instead follow relevant legal authority.

Additionally, the information contained in this handbook is not a satisfactory substitute for legal counsel. If you believe that you or your organization could be adversely affected in any matter relating to the subject matter contained herein, you should seek the professional assistance of an attorney.

Find an Error?

Every effort has been made to present accurate and reliable information. However, this handbook may contain some inadvertent errors. The Secretary of State would appreciate your kindness in notifying our office of any inaccuracies by calling us toll free within Arizona at 1-877-843-8683, or by sending an e-mail to us at **elections@sos.state.az.us.**

Campaign Finance Reporting: Legal Guidelines

Helping You Understand the Law: The five questions of Campaign Finance Reporting

Who?

Who is required to file campaign finance reports?
All those who have filed a Statement of Organization to register a political committee must file campaign finance reports. The treasurer of the committee has the responsibility for filing all requisite reports. A committee that organizes, even if was only in existence for a few days, will owe at least one campaign finance report to comply with the law which requires an accounting for each day the committee was in existence.

Who is allowed an exemption?
Those who elect to organize a committee by filing a $500 Threshold Exemption Statement, committing to raise or spend less than $500 for the campaign, are not required to file campaign finance reports.

Who is required to file more than the six period reports?

- Under the Clean Elections Act, all candidate committees are required to file additional reports. Non-participating candidates who raise or spend above certain levels are required to file notifications under the Clean Elections Act [A.R.S. §§ 16-941 & 16-958] (Please see Non-Participating Candidate Reporting for a discussion of these additional reporting requirements). Participating candidates must observe regulations established by the Citizen's Clean Elections Commission (CCEC) that require campaign finance activity to be reported at specific points during the election cycle. (See CCEC Handbook)

- Standing political committees, committees that have been active in multiple jurisdictions for more than a year AND that make an application for standing committee status, must file ten reports annually [A.R.S. § 16-913(K)].

Must a candidate who does not raise any money file campaign finance reports?
All candidates must designate a political committee [A.R.S. § 16-903(A)]. However, if the candidate does not intend to raise or spend more than $500 on the campaign (including personal money), he or she may file a $500 Threshold Exemption Statement.

Reporting is not required for $500 Threshold Exemption committees. If the candidate eventually exceeds the $500 threshold, a Statement of Organization must be filed within five business days. Reporting is then required [A.R.S. § 16-903(A)].

Does every committee and every candidate have to file a Statement of Organization?
When a candidate seeks office or when two or more people work together to try to get an issue on the ballot, to recall a public official, or to influence the result of an election, a "political committee" exists [A.R.S. § 16-901(19)]. Under Arizona law, all political committees are required to register. A Statement of Organization must be filed if the committee intends to receive or expend more than $500. A $500 Threshold Exemption Statement may be filed if financial activity is intended to not exceed $500. Registration must occur before circulating petitions, distributing literature, receiving contributions, or making expenditures.

Who has access to campaign finance reports?
All filings are public records and are posted on the Internet for public examination once they are filed.

Who is responsible for keeping a record of campaign activity?
This is the duty of the committee treasurer. The treasurer is responsible for making sure that the financial activity that is reported is complete and accurate [A.R.S. § 16-904]. In the case of a candidate campaign committee or an exploratory committee, the candidate or designated individual shares in this obligation.

Who is responsible for filing reports?
This is the duty of the committee treasurer. Treasurers maintain control of electronic reporting via the committee's "personal identification number" or PIN. In the case of a candidate campaign committee or an exploratory committee, the candidate or designated individual is responsible for ensuring that reports are filed in a complete and timely fashion.

What?

What is a contribution?
A contribution is anything of value that your committee receives. When you report contributions, they fall into the following categories:

- **Monetary:** This category includes cash, checks, money orders, and payroll deduction contributions. Monetary contributions also include any fees for participation in a fundraising event or proceeds from the sale of campaign mementos.

- **Loans:** This category includes loans of money, credit or advances that are contributed to your committee, and your committee has agreed to pay back to the contributor. Only the unpaid balance of a loan is considered a contribution, so as you pay the loans back, make sure you report the payments made.

- **In-kind goods and services:** This category includes such things as wood for signs, printing, paper products, mailing lists, or service in designing your campaign logo. In-kind contributions must be reported at their fair market value, which is the price it would cost someone else (*e.g.* an opponent) to purchase the same thing. If the committee receives a special discount, one not available to the general public and given as a favor to the committee, the amount of the discount equals an in-kind contribution.

What are some contributions that are exempted for candidate committees?
If you are a candidate's campaign committee or an exploratory committee, some of the money, loans, and in-kind goods and services you receive are not considered contributions and do not have to be reported [A.R.S. § 16-901(5)(b)]. The following are the most common examples:

- **Professional services** of an accountant or lawyer that are donated to a political committee are exempt from reporting **only if** the services are paid for by the regular employer of the individual rendering the services (a client is not an "employer") **and** the services are given solely for the purpose of compliance with Arizona election law set forth in A.R.S. Title 16, "Elections and Electors".

- **Volunteer time** spent working on your campaign on activities such as stuffing envelops, knocking on doors, calling voters, etc.

- The use of **public places** that are usually free to the public, such as church recreation halls.

- **Up to $100** of expenses for invitations, food and beverages, spent by an adult **hosting a fundraiser** for you **only if** the fundraiser is held at the person's home or in a church or community room. If two adults who live in the same house host a fundraiser, each can spend up to $100 for invitations, food and beverages.

- **Bank loans** made in the ordinary course of business, such as overdrafts or credit reserve on your committee account.

What are contribution limits?
Contribution limits are restrictions on the level of financial support that a candidate's campaign committee or exploratory committee may accept from supporters [A.R.S. § 16-905]. There are different limits for candidates who are participating in funding from the Citizens Clean Elections Commission and those who are not. Limits are adjusted by the Secretary of State for every election cycle. See *Tables* for limits that are in place for the 2004 elections.

How do I know if contribution limits apply to my committee?
Contribution limits apply to amounts that may be received by candidate and exploratory committees.

What are the exemptions to contribution limits?
There is no limit on the contributions of money, loans or in-kind goods and services that a candidate or a candidate's family member may contribute to the candidate's campaign committee, as long as the candidate is not participating in funding from the Citizens Clean Elections Commission [A.R.S. § 16-905(F)]. This same exemption also applies to a designated individual of an exploratory committee and his or her family.
Family members are parents, grandparents, spouses, children, siblings, or the parents and spouses of any of these relatives. Their contributions are termed "personal monies". Be sure to keep track of the total amount of these contributions so that the committee can comply with personal monies notification requirements. See *Tables* for notification thresholds. Contributions from minor children are attributed to parents.

What should be done if a contribution is accepted which exceeds the limit?
A candidate or designee who mistakenly accepts a campaign contribution, whether monetary or in-kind, that exceeds the statutory limit must reimburse the donor immediately for any amount that exceeds the limits.

May a candidate accept contributions from foreign nationals?
Federal law prohibits the acceptance of campaign contributions made by foreign nationals [2 U.S.C. §§ 441(e) and 441(f)]. Federal law also prohibits acceptance of contributions in the name of another.

When?

When do I have to start filing Campaign Finance Reports?
Committees must report to account for each day of existence. Existence begins on the filing date of the Statement of Organization. That date will necessarily fall within a specific reporting period. The committee's first report will be for that particular reporting period and must be filed during the filing period of the report. The committee must file all subsequent reports until the committee is terminated by filing a Termination Statement and a final zero balance campaign finance report.

When are the deadlines for filing period reports?
See *Tables* for the campaign finance report-filing schedule for the 2004 cycle. Deadlines are also posted on the Secretary of State's campaign finance web page. Committees have the responsibility of being aware of upcoming deadlines. ***The Secretary of State's office is not required to send reminder notices.***
Non-participating candidate committees must observe additional filing requirements, called "trigger" reports, and are consequently faced with additional deadlines for filing reports and notifications with the Secretary of State. See *Tables* for these additional reporting requirements.

What if the filing deadline is on a Saturday, Sunday or legal holiday?
If the legal filing deadline falls on a weekend or holiday, committees have until the next working day to file the report.

What is "on-time" filing?
Reports that are electronically submitted on or before the deadline date and during the report due between dates are "timely filed". Diskette filings must be received at the elections office by 5:00 p.m. of the deadline date. The single exception to this requirement is made for those who mail in diskettes via certified mail service from the United States Postal Service. In this instance, the postmark serves as the filing date. Internet filings must be received by midnight of the deadline date.
Submission of paper reports will not be considered a valid filing and cannot be used to prevent late penalties. Reports must be **electronically** submitted on or before the deadline date and during the report due between dates!

When can I stop filing campaign finance reports?
The committee may stop filing reports once the committee has been appropriately terminated. Appropriate termination includes the filing of a zero balance report and a Termination Statement. The last report may be filed early and must contain activity for each day up to the termination date. Committees do **NOT** terminate simply by filing a report with a zero balance or by the fact that a candidate lost an election. A Termination Statement and a zero balance report must be filed before a committee is terminated.

Can an extension be granted on the due date for a campaign finance report filing?

Arizona law does not provide filing officers any authority to give extensions.

What are the consequences of filing late?
The filing officer will send one "Failure to File Notice" to any committee that fails to timely file a report. The notice will be sent out ten business days after the filing deadline. Late filing penalties begin to accrue the day after the deadline at a rate of $10 per day [A.R.S. § 16-918]. Additional late filing penalties may also be assessed by the Citizens Clean Elections Commission [A.R.S. § 16-942].

Where?

Where do I file my report?
Statewide and legislative candidate committees and all other political committees registered with the Secretary of State must file reports electronically with the Secretary of State's office [A.R.S. § 16-916(B)]. County candidates and political committees, as well as school board and special district candidates, file with the county officer in charge of elections. City or town candidates and political committees file with the city or town clerk.

How?

How do I file reports?
The law requires electronic filing of all reports filed with the Secretary of State's office. There are two methods of electronic filing. Committees may file via the Internet or by submitting a diskette. Please refer to the back portion of this handbook for technical instructions on electronic filing.
Committees registered with local jurisdictions such as cities, towns, counties, and districts will continue to file campaign finance reports as directed by their filing agency. The campaign finance software provided by the Secretary of State has the ability to print paper reports that may be filed, as directed, with these other jurisdictions.
Submission of paper reports to the Secretary of State's office will not be considered a valid filing and cannot be used to prevent late penalties. Reports must be electronically submitted on or before the deadline date and between the report due dates!

How do I ensure my report is filed on time?
Diskette filings must be received at the elections office by 5:00 p.m. on the last day of filing. The single exception to this requirement is made for those who mail in diskettes via certified mail service from the United States Postal Service. In this instance, the postmark serves as the filing date. Internet filings must be received by midnight of the deadline date.
Submission of paper reports to the Secretary of State's office will not be considered a valid filing and cannot be used to prevent late penalties. Reports must be electronically submitted on or before the deadline date and between the report due dates!

Campaign Finance Forms

Forms included are:

Statement of Organization
$500 Threshold Exemption Statement
Annual No-Activity Statement
Termination Statement
Software Registration

Additional forms for Participating candidates are available from the Citizens Clean Election Commission.

CCEC
1616 W. Adams, Ste 110
Phoenix, AZ 85007
(602) 364-3477

Please Note: The forms contained in this handbook may have a somewhat different appearance than the forms that are printed by the campaign finance software. The Secretary of State's office will accept either version.

STATEMENT OF ORGANIZATION

What does this form accomplish?

1) **Establishes a political committee that intends to receive or spend more than $500.**
2) **Used to report any change in committee information or status.**
3) **Used as an application for standing committee status.**

How do I complete it?

To establish a committee:

- **Fill out committee name and contact information. For ballot measure committees, name shall include official petition serial number. [A.R.S. § 16-902.01(F)]**
- **In the appropriate block, give the name and address of the sponsoring organization [A.R.S. § 16-902(B)], if any, along with the type of organization and the relationship to the committee.**
- **Check box to affirm committee type. For a ballot measure committee, check box as to whether the committee supports or opposes the passage of the ballot measure. [A.R.S. § 16-902.01(F)]**
- **Fill in committee chairman and treasurer contact information.**
- **Indicate choice of banking institution.**
- **Obtain signatures of chairman and treasurer.**

To report changes:

- **Follow the same process for establishing a committee, completely filling out the form and check the "Amended Statement" box at top of form.**
- **Add information that has been changed into the appropriate field(s).**

To apply for standing committee status:

- **Follow the same procedure for establishing a committee.**
- **Add notarized signature of chairman and treasurer on backside of form.**

Any practical tips?

✓ **Remember that in the case of a candidate's campaign committee, the committee's name must include the name of the candidate or, if an exploratory committee, the name of the individual who designated the committee [A.R.S. § 16-903].**

✓ **For candidate committees, the candidate may serve as both chairman and treasurer. For all other committees, different individuals must occupy these posts.**

✓

STATE OF ARIZONA
POLITICAL COMMITTEE
STATEMENT OF ORGANIZATION

Titles 16 & 19, Arizona Revised Statutes
Definitions, statutory references and important information on reverse.

☐ Initial Registration ☐ Out of State Committee ☐ Amended Statement
☐ Registration as Standing Political Committee

ID#			
NAME OF POLITICAL COMMITTEE (For ballot measure committee, name shall include official petition serial number)		DATE	
ADDRESS (NUMBER & STREET)	CITY	STATE	ZIP
MAILING ADDRESS (if different from above)	CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS	

DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION? ☐ YES ☐ NO
If yes, please provide the following information:

NAME OF SPONSORING ORGANIZATION	TYPE OF ORGANIZATION
ADDRESS OF SPONSORING ORGANIZATION	RELATIONSHIP TO POLITICAL COMMITTEE

TYPE OF POLITICAL COMMITTEE - Please check only one box:

- ☐ CANDIDATE'S CAMPAIGN COMMITTEE
- ☐ EXPLORATORY COMMITTEE
- ☐ COMMITTEE ORGANIZED IN SUPPORT OF OR OPPOSITION TO ONE OR MORE CANDIDATES
- ☐ COMMITTEE IN SUPPORT OF OR OPPOSITION TO THE QUALIFICATION, PASSAGE OR DEFEAT OF A BALLOT MEASURE [(A.R.S. § 16-902.01(F)]
  - ☐ support or ☐ opposition to this ballot measure
- ☐ COMMITTEE ORGANIZED TO CIRCULATE OR OPPOSE A RECALL PETITION OR TO INFLUENCE THE RESULT OF A RECALL PETITION
- ☐ OTHER COMMITTEE (please describe below)

____

____

☐ STANDING POLITICAL COMMITTEE ($250 annual fee required) (A.R.S. § 16-902.01) By selecting the above classification, the committee declares that it has been active in more than one reporting jurisdiction in this state for more than one year AND is one of the following:
(please check ONE of the four boxes below)

- ☐ SEPARATE SEGREGATED FUND ESTABLISHED BY A CORPORATION OR LABOR ORGANIZATION
- ☐ COMMITTEE ORGANIZED FOR THE PURPOSE OF MAKING INDEPENDENT EXPENDITURES
- ☐ POLITICAL ORGANIZATION (an organization that is formally affiliated with and recognized by a political party including a district committee that is organized pursuant to A.R.S. § 16-823)
- ☐ POLITICAL PARTY [only state or county committees of an organization that meets the requirements for recognition as a political party. (A.R.S. § 16-801, 16-804, 16-821 and 16-825)]

EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. § 16-902(A).

NAME OF COMMITTEE CHAIRMAN	CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #	
CHAIRMAN'S ADDRESS	CITY	STATE	ZIP
CHAIRMAN'S OCCUPATION	CHAIRMAN'S EMPLOYER		
NAME OF COMMITTEE TREASURER	TREASURER'S TELEPHONE #	TREASURER'S FAX #	
TREASURER'S ADDRESS	CITY	STATE	ZIP
TREASURER'S OCCUPATION	TREASURER'S EMPLOYER		

Office Revision 6/03

BEFORE A POLITICAL COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION. A.R.S. § 16-902(C). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.) 1. ______________________________ 2. ________________________________ 3. ___________________________

FOR AN EXPLORATORY COMMITTEE OR A CANDIDATE'S CAMPAIGN COMMITTEE, PROVIDE THE FOLLOWING INFORMATION: (Party Affiliation and Office Sought are optional for Exploratory Committees.)				
NAME OF DESIGNATING INDIVIDUAL ("DI") OR CANDIDATE				
PARTY AFFILIATION	OFFICE SOUGHT		COUNTY OF RESIDENCE	
D/I's OR CANDIDATE'S ADDRESS		CITY	STATE	ZIP

DESIGNATING INDIVIDUAL OR CANDIDATE'S STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.

Date: _______________ D/I's or Candidate's signature: ____

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: _______________ Chairman's signature: ____

Date: _______________ Treasurer's signature: ____

Fill out this box only if the committee has been in existence for more than one year and is filing for Standing Committee status.

STANDING POLITICAL COMMITTEE'S STATEMENT (if applicable) (A.R.S. §16-902.1): I/we hereby declare the status of this political committee as a standing political committee.

Date: ________________ Chairman's signature: ____

Date: ________________ Treasurer's signature: ____

State of Arizona) ss. County of __________________)

SUBSCRIBED AND SWORN TO before me this ___________________

__________________ My Commission Expires: _______________
Notary Public

State of Arizona) ss. County of ___________________)

SUBSCRIBED AND SWORN TO before me this _________________

__________________ My Commission Expires:______________
Notary Public

DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19)
"Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Examples of types of political committees are listed on the front of this form.

NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES:
An individual, acting alone, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort (as defined above in A.R.S. § 16-901(19)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must file a statement of organization before accepting contributions, making expenditures, distributing literature or circulation petitions. A.R.S. § 16-902.01(A).

NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS:
Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort, the association of persons must register as a political committee. The statement of organization must be filed regardless of whether the committee intends to accept contributions or make expenditures.

Office Revision 6/03

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$500 THRESHOLD EXEMPTION STATEMENT

What does this form accomplish?

1) **Establishes a candidate committee that intends to receive/spend less than $500.**
2) **Establishes a political committee that intends to receive/spend less than $500.**

How is it completed?

To establish a candidate committee:

- **Check box indicating registration is for a candidate committee.**
- **Fill out committee name and contact information.**
- **Designate office and election cycle.**
- **Sign exemption statement.**

To establish a political committee:

- **Check box indicating registration is for a political committee.**
- **Fill out committee name and contact information.**
- **Designate committee type.**
- **Sign exemption statement.**

Any practical tips?

✓ **Committees that file this form do not file campaign finance reports.**

FOR OFFICE USE ONLY

STATE OF ARIZONA
$500 THRESHOLD EXEMPTION STATEMENT
[A.R.S. §§ 16-902.01; 16-903(A)]

☐ Candidate Committee ☐ Political Committee

Name of Candidate/Committee

Address

City ZIP Code Phone Number

Candidate Committee	Political Committee
Office	Committee Type
Election Cycle	Committee Affiliation

4. ID #

The above named committee hereby asserts the following:

- The committee has heretofore neither accepted any contributions nor made any expenditures.
- The committee intends to receive or expend less than $500.
- The committee will file a Statement of Organization within five business days after expending or receiving monies over the $500 limit pursuant to A.R.S. §§ 16-902.01 and 16-903(A).

I,________________________________, certify that this Exemption Statement is true and complete. (Printed Name of Candidate/Committee Officer)

Signature Date

NOTE:

Candidates and political committees involved with statewide and legislative elections file this statement with the Secretary of State Election Services Division: 1700 W. Washington, 7th Floor, Phoenix, Arizona 85007

Candidates and political committees involved with county or school district elections file this statement with the county's officer in charge of elections.

Candidates and political committees involved with city or town elections file this statement with the city or town clerk.

What does this form accomplish?

1) Satisfies **one year's filing requirements in advance for qualifying committees. Qualifying committees are candidate committees that remain active after an election due to outstanding debts and affirm the intention to not receive any contributions or make any expenditure during the year. [A.R.S. § 16-913(E)]**

How to complete this form:

- **Fill out committee contact information.**
- **Indicate candidate committee and office.**
- **Specify year.**
- **Sign statement.**

Practical tip:

- ✓ **This form must be filed before January 31 of the election year it covers.**
- ✓ **It is valid only for one year.**
- ✓ **Candidates must file reports in the event that the committee receives a contribution or makes an expenditure.**

STATE OF ARIZONA
POLITICAL COMMITTEE
ANNUAL NO ACTIVITY REPORT

FOR OFFICE USE ONLY

1. Full Name of Committee

Address

City | ZIP Code | Phone Number

2. Candidate and Office

3. ID #

This is to certify that no contributions will be received and no expenditures will be made on behalf of the candidate's political committee indicated above, for the year ________. I further certify that if the candidate's political committee does receive any contributions or make any expenditures during the year indicated above, that the committee shall report as prescribed by A.R.S.§ 16-913(B) & (C).

I, ____, certify under penalty of perjury that this statement
(Name of Candidate or Treasurer - Printed)

pursuant to A.R.S. § 16-913(E) is true and complete.

Signature of Candidate or Treasurer

A.R.S. § 16-913(E): In lieu of the reports prescribed in subsections B and C of this section, a candidate's political committee that remains active after an election due to outstanding debts may file a document no later than January 31 in a form prescribed by the secretary of state that states that the committee does not intend to receive any contributions or make any expenditures during the year. If a candidate's political committee does receive a contribution or make an expenditure during that year, the committee shall report as prescribed by subsection B or C of this section.

Secretary of State
Revised 10/99

TERMINATION STATEMENT

What does this form accomplish?

1) **Terminates the existence of any political committee.**

How to complete this form:

- **Fill out committee contact information.**
- **List sponsoring organization or specify candidate and office sought.**
- **Check the appropriate box. Each box states alone as follows:**

  - ✓ **Box A: Option for committees that have surplus funds - must indicate the filing date for the report which contains the disposition of surplus monies.**
  - ✓ **Box B: Option for non-candidate political committees that wish to terminate in a special jurisdiction while remaining active in others.**
  - ✓ **Box C: Option for candidate or exploratory committees that have debts or obligations. Committees must indicate the name and Filer ID# of the subsequent committee to which the debt was transferred.**
    - **Provide signature of both committee chairman and treasurer**

Practical tip:

- ✓ **Must be accompanied by a final zero balance campaign finance report, electronically submitted on disk or over the Internet, that shows a zero balance of cash on hand at close of reporting period.   If the committee files the zero balance report over the Internet, a copy of the e-mail confirmation should be submitted with this form.**

STATE OF ARIZONA
POLITICAL COMMITTEE
TERMINATION STATEMENT

A.R.S. 16-914; A.R.S. §16-915.01

FOR OFFICE USE ONLY

1. Full Name of Committee

Address

City | ZIP Code | County | Phone #

2. Sponsoring Organization or Candidate and Office | e-mail address | Fax #

3. ID #

SELECT THE BOXES THAT APPLY:

A. ☐ This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above have been reported as required by A.R.S. §16-913. We further certify that the political committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. §16-915.01.

Please mark the appropriate statement below to indicate which campaign finance report states the disposition of any surplus monies.

☐ The disposition of surplus monies was submitted on the campaign finance report filed on ___________________.

☐ The disposition of surplus monies is reported on the attached campaign finance report.

B. ☐ This committee hereby terminates all activity within the jurisdiction of

____and asserts that the committee intends

(Insert applicable district, town, city, county, or, if out-of-state committee, State of Arizona)

to remain active in other jurisdictions and that the committee's remaining monies shall be used for activity in other jurisdictions.

C. ☐ This committee has transferred the committee's debts and obligations to a subsequent committee.

Please enter the full name and ID# of the committee into which debts and obligations have been transferred.

____

Name of Committee | ID#

We, ____, certify under

(Name of Chairman and Treasurer - Printed)

penalty of perjury that this statement of termination pursuant to A.R.S. §16-914 is true and complete.

Signature of Chairman | *Signature of Treasurer*

Revised 1/01

Campaign Finance Software 2004 User Registration Form and Statement

What does this form accomplish?

1) Registers the user of the software with the Secretary of State's office.

2) Provides the contractual framework that enables usage of the software.

How is it completed?

- READ AGREEMENT CAREFULLY!
  - Fill in registrant information.
  - Indicate registrant's committee affiliation, if any, including the name and ID # of committee.
  - Add registrant's signature.

Any practical tips?

- ✓ All four pages of this form must be submitted by those requesting software on compact disk (CD).
- ✓ Those who seek the software via Internet download fill out this form electronically as part of the downloading process.
- ✓ Software may only be installed on one computer at any given time.

CAMPAIGN FINANCE SOFTWARE 2004
USER REGISTRATION FORM AND STATEMENT

IMPORTANT: PLEASE READ CAREFULLY BEFORE SIGNING.
PLEASE RETAIN A COPY OF THIS DOCUMENT FOR YOUR RECORDS.

1. REGISTRANT INFORMATION

Name: ____,

Address: ____,

City: ____________________________ State: ______ Zip Code: _________________,

Mailing Address: ____,

City: ____________________________ State: ______ Zip Code: _________________,

Daytime Phone: ______________________ E-Mail Address: ______________________,

Sponsoring Organization: ____,

Name of Candidate, Office Sought and ID #

Name of Treasurer

Name of Political Committee and ID#

2. LICENSE AGREEMENT FOR ARIZONA CAMPAIGN FINANCE SOFTWARE

A. GENERAL PROVISIONS

This software is distributed without charge by the Secretary of State of Arizona to residents of the State of Arizona with the intent to promote and facilitate the filing of campaign finance reports by electronic means. In furtherance of this purpose and applicable statutory mandate,* and in consideration for the use of this software without charge, the User must be one of the following: (i) the individual who is responsible under Arizona law for preparing and filing reports and statements on behalf of a candidate or committee with the Secretary of State, as reflected in the duly filed Statement of Organization (A.R.S. § 16-902.01 or § 16-902.02) or Application for Certification as a Participating Candidate (A.R.S. § 16-947, and § 16-948); or (ii) an individual who intends to install the Campaign Finance Software onto a single computer site for the sole purpose of preparing campaign finance reports for filing with Arizona jurisdictions other than the Secretary of State; or (iii) an

* See A.R.S. § 16-958(E) (reports filed with the Secretary of State pursuant to the Clean Elections Act or pursuant to A.R.S. § 16-916(A)(1) or (B) shall be filed in electronic format).

individual or entity who intends to install the Campaign Finance Software onto a single computer site or server for the sole purpose of making the software available to more than one individual for the purpose of preparing and filing campaign finance reports with the Secretary of State of Arizona.

(ii) By registering for and/or using this software, a User agrees to abide by the terms and conditions of this Agreement. The Secretary of State of Arizona expressly reserves the right to enter into separate written license agreements with individuals or entities in order to fully comply with Arizona's election laws, and to compliment and further develop the process of filing campaign finance reports within the State of Arizona.

(iii) If you reject the terms and conditions of this Agreement, you do not have a right to use the software. The software and all copies in any form must be immediately destroyed, and the Secretary of State of Arizona, Election Services Division must be promptly notified of the rejection and destruction in writing.

(iv) This software is protected by copyright law and international copyright treaty, and all rights are reserved by P & R Software, Inc. and the Secretary of State of Arizona.

B. USE

(i) A User may copy the software onto a computer and may make archival copies of the software for the sole purpose of backing up the software and protecting data from accidental loss. The software may be moved from one computer to another, so long as there is no possibility of it being used by more than one person at a time. Users of this software may not rely upon the continued availability of this version or future versions of this software, and/or the ability to import or export data from this or previous versions of this software into any computer application.

(ii) A User may transfer the rights to use the software to another person, as long as all of the software, diskettes (if applicable), and documentation provided in the package (including this Agreement), are transferred to that person, and all copies in any form are destroyed. Once the software is transferred, the original User no longer has any right to use it, and the person to whom it is transferred may use it only in accordance with this Agreement. The User hereby agrees to take all reasonable measures to assure that subsequent Users of this software are aware of the terms of this Agreement. Except as otherwise provided for in this Agreement, you may not transfer, rent, lease, lend, copy, modify, translate, sublicense, time-share, or electronically transmit or receive the software, media, or documentation. This restriction includes any programming / source code(s) contained from this software.

C. LIABILITY

(i) The User of this software accepts complete responsibility for the use of this software for the purpose for which it is distributed by the Secretary of State of Arizona and for any product resulting from the use of this software. Any person filing campaign finance reports with the Secretary of State has sole responsibility to ensure that the reports are accurate and complete. The Secretary of State, State of Arizona and P & R Software, Inc. hereby disclaim all warranties with regard to this software, including warranties of merchantability and fitness for a particular purpose. The User hereby agrees to release and hold harmless P&R Software, Inc., the State of Arizona and the Secretary of State from liability for any incorrect results produced by this program.

(ii) The unauthorized use of this software (that use which is contrary to the terms and conditions of this Agreement and/or in violation of applicable copyright law) is expressly prohibited, and may subject a User to liability, including but not limited to, reimbursing the Secretary of State and the State of Arizona for the commercial value of the software, and any attorney, arbitration or court fees and costs associated with recovering the software and enforcing all rights described in this Agreement and applicable copyright law.

(iii) The provisions of this Agreement shall be construed and interpreted under the laws of the State of Arizona.

3. IMPORTANT NOTICES REGARDING CAMPAIGN FINANCE SOFTWARE AND ELECTRONIC FILINGS

A. A.R.S. § 16-958(E) requires that all reports filed with the Arizona Secretary of State pursuant to the Clean Elections Act (see specifically A.R.S. § 16-941 and § 16-958) or pursuant to A.R.S. § 16-916(A)(1) or (B), be filed in electronic format. To facilitate the process of secure electronic filing, the Secretary of State is issuing Personal Identification Numbers (PINs) to candidates and political committees.

B. A PIN is a personal identification number used to secure your campaign finance record filings, and is the means by which the Secretary of State relies that a particular campaign finance filing originated from an individual candidate or committee. Once a PIN is issued to you or your organization, it is important to preserve the PIN in a safe location. Do not share the PIN with others who are not authorized to use it.

C. Individuals who file by electronic means will be able to do so by one of the following methods:
   (i) electronically over the Internet by following the instructions within the campaign Finance Software;
   (ii) or by exporting the data from the Campaign Finance Software onto a 3.5" floppy disk and presenting the disk to the Elections Services Division of the Office of the Secretary of State.

   A database file which is prepared by the Campaign Finance Software and is properly exported onto a 3.5" floppy disk or is electronically transmitted from the Campaign Finance Software are the only acceptable means by which reports and notifications can be electronically filed with the Secretary of State.

D. Electronic filings are not "signed" in the sense of a traditional paper document. During the electronic filing process, the data is received by the Secretary of State and evaluated to verify that it has been correctly formatted and transmitted, and that necessary information has been properly included.

E. Once a Registrant has submitted an electronic filing, the filing cannot be withdrawn. Information may be corrected by filing an amended report.

F. The Secretary of State will not grant date adjustments to any electronic filing for any reason. A Registrant must not assume that any errors or incorrect information contained in an electronic filing will be corrected or deleted by the Secretary of State. A Registrant should carefully read any message sent by the Secretary of State in response to any filing or submission.

G. Acceptance of an electronic filing by the Secretary of State does not constitute an approval or endorsement of the timeliness or the contents of the filing.

H. The Registrant, as the individual who is responsible under Arizona law for preparing and filing a report on behalf of a candidate or committee with the Secretary of State, is responsible for complying with the provisions of Arizona Revised Statutes Title 16, Chapter 6. Registrants are responsible for ensuring that correct information is submitted to the Secretary of State, and that amended reports or statements are timely filed in the event there is a change in any required information.

I. A Registrant must allow sufficient time to submit filings. Filers should be aware that they are required by law to submit timely filings with the Secretary of State, and that the Registrant should not wait until the last minute to make a time-sensitive filing. A candidate or political committee which fails to file a report in a timely manner may be held responsible under Arizona law for a violation, and may face the imposition of potentially serious criminal and/or civil penalties, including fines and ineligibility to be a candidate for nomination or election for local or state office.

IT IS A CLASS 6 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2407(A)(3), TO INTENTIONALLY FILE OR OFFER TO FILE WITH THIS AGENCY A STATEMENT WHICH IS FALSELY MADE OR CONTAINS FALSE INFORMATION OR A FALSE ENTRY; AND THAT SUCH INTENTIONAL FALSE STATEMENT MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

IT IS A CLASS 6 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2006(A) TO ASSUME A FALSE IDENTITY OR PRETEND TO BE A REPRESENTATIVE OF SOME PERSON OR ORGANIZATION, WITH THE INTENT TO DEFRAUD ANOTHER; AND THAT SUCH INTENTIONAL IMPERSONATION MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

IT IS A CLASS 5 FELONY, PUNISHABLE BY FINE OR IMPRISONMENT, OR BOTH, UNDER A.R.S. § 13-2311(A) TO DEFRAUD OR DECEIVE, TO KNOWINGLY FALSIFY, CONCEAL OR COVER UP A MATERIAL FACT BY ANY TRICK, SCHEME OR DEVICE, OR MAKE OR USE ANY FALSE WRITING OR DOCUMENT CONTAINING ANY FALSE, FICTITIOUS OR FRAUDULENT STATEMENT OR ENTRY, IN ANY MATTER RELATED TO THE BUSINESS CONDUCTED BY THIS OR ANY DEPARTMENT OR AGENCY OF THIS STATE OR POLITICAL SUBDIVISION, PURSUANT TO A SCHEME OR ARTIFICE; AND THAT SUCH FRAUDULENT SCHEME AND PRACTICE BY WILLFUL CONCEALMENT MAY JEOPARDIZE THE VALIDITY OF ANY REPORT OR STATEMENT FILED WITH THIS AGENCY.

4. SIGNATURE

The undersigned hereby acknowledges and declares that I have read and understand this REGISTRATION FORM and STATEMENT; that I have used all reasonable diligence in preparing this statement; that all statements contained herein are true, based upon information and belief upon the best available information; and further, that this Statement is made voluntarily and with the knowledge that intentionally filing or attempting to file a false statement or false information, OR assuming a false identity or impersonation another, OR willfully concealing a material fact pursuant to a fraudulent scheme or practice, and the like, are punishable by fine or imprisonment, or both, under A.R.S. §§ 13-2407(A)(3), 13-2006 and 13-2311.

________________________________ ____________________________________

Typed or Printed Name of Registrant Signature of Registrant

Date:__________________

Tables

APPLICATION

For political committees operating in Arizona, contribution limits apply only to contributions made to candidate and exploratory committees. The law establishes both single and aggregate limits on the amount of contributions that different types of committees may contribute to candidates or exploratory committees. Limits are also established for individuals restricting the amount that can be contributed to a single committee and capping annual giving to candidates and committees that give to candidates. Limits are set out in the Campaign Contributions Limit Chart and vary according to the level (statewide, legislative or local) of the office the candidate is seeking. If the candidate becomes the party nominee, limits also apply to how much the committee can accept from political parties and organizations [A.R.S § 16-901(B)(C) and (D)].

The Citizens Clean Elections Act and the Citizens Clean Election Commission (CCEC) stipulate different contribution limit parameters for participating and non-participating candidates. The Campaign Contribution Limits Chart may not apply. The "participating" candidates should contact the CCEC at 602-364-3477.

ADJUSTMENTS

Limits are adjusted for inflation in January of every odd numbered year. The Secretary of State publishes new limits in the Campaign Contributions Limit Chart for each two year election cycle.

CYCLICAL NATURE

Limits pertain to cumulative amounts of giving, including the total of contributions, outstanding loans, and in-kind goods and services that may occur during an election cycle. The Campaign Contribution Chart details the limits in effect for the 2003-2004 Election Cycle, which covers the time period from November 26, 2002 through November 22, 2004. Any contribution received during this time counts against the limit.

PERSONAL MONIES EXEMPTION

An exemption to contribution limits is provided for a candidate or exploratory committee that receives contributions from the candidate and/or his or her family members including a parent, grandparent, spouse, child or sibling of the candidate or a parent or spouse of any of those persons. Such contributions are called "personal monies" contributions. Upon receiving certain thresholds personal monies contributions, trigger notification requirements to the filing office and opponents apply [A.R.S. § 16-905(F) & (G)]. If a candidate or exploratory committee receives a personal monies notification, statutory contribution limits no longer apply. Instead, a new aggregate limit is established, from the date that the committee received the notice, that equals the amount that the opponent reported in the notification monies contributions trigger notification requirements to the filing office and opponents [A.R.S. § 16-905(F)(3)].

2003-2004 ELECTION CYCLE
CAMPAIGN CONTRIBUTION LIMITS

CONTRIBUTION LIMITS ADJUSTED JANUARY 27, 2003, PURSUANT TO A.R.S.§ 16-905(J)

CAMPAIGN CONTRIBUTION LIMITS	NON-STATEWIDE OFFICES Candidate or Authorized Candidate's Committee		STATEWIDE OFFICES Candidate or Authorized Candidate's Committee
	LOCAL	LEGISLATIVE	
Individual's contribution to a candidate A.R.S. §16-905(A)(1) A.R.S. §16-905(B)(1)	$350	$280	$720
Political Committee's contribution to a candidate A.R.S. §16-905(A)(2) A.R.S. §16-905(B)(2)	$350	$280	$720
Committees certified by the Secretary of State to give at the upper limit **"Super PAC"** A.R.S. §16-905(I) A.R.S. §16-905(A)(3) A.R.S. §16-905(B)(3)	$1,800	$1,440	$3,600
Combined total from all Political Committees other than political parties A.R.S. §16-905(C)	$8,990	$7,192	$71,888
Nominee's total from political party and all political organizations combined A.R.S. §16-905(D)	$8,990	$7,192	$71,888
Total contributed by an individual to candidates And committees who give to candidates A.R.S. §16-905(E)	$3,360 in a calendar year		

NOTIFICATION LEVELS FOR CANDIDATES' AND DESIGNATING INDIVIDUALS' PERSONAL MONIES

PERSONAL MONIES NOTIFICATION A.R.S. § 16905(F)&(G)	NON-STATEWIDE OFFICES Candidate or Authorized Candidate's Committee		STATEWIDE OFFICES Candidate or Authorized Candidate's Committee	
	Candidate	Exploratory	Candidate	Exploratory
Candidates' and Designating Individuals' obligated or contributed personal monies: **first notification** A.R.S. §16-905(F)&(G)	$14,070	$14,070	$28,120	$28,120
Candidates' and Designating Individuals' obligated or contributed personal monies: **subsequent notification** A.R.S. §16-905(F)&(G)	$7,040	$7,120	$14,070	$14,320

Revised 1/03

2003 - 2004 Election Cycle
CAMPAIGN FINANCE REPORTING DATES[1] [2]

pursuant to A.R.S.§§ 16-913(B),(C) and 16-916(D)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 report	Nov 26, 2002 through Dec 31, 2003	Jan 1 and Feb 2, 2004
June 30 report	Jan 1, 2004 through May 31, 2004	June 1 and June 30, 2004
Pre-Primary report	June 1, 2004 through Aug 18, 2004	Aug 19 and Aug 26, 2004
Post-Primary report	Aug 19, 2004 through Sep 27, 2004	Sept 28 and Oct 7, 2004
Pre-General report	Sept 28, 2004 through Oct 13, 2004	Oct 14 and Oct 21, 2004
Post-General report	Oct 14, 2004 through Nov 22, 2004	Nov 23 and Dec 2, 2004

[1] This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. Please see Title 16, Chapter 6, Article 2, available from the Secretary of State's Office and materials provided by the Citizens Clean Elections Commission.

[2] This table does not include additional filing deadlines in effect for standing political committees as required by A.R.S.§16-913(K). Please visit www.sos.state.az.us or call 602-542-8683 for a specialized table.

Non-Participating Candidate Reporting

DEFINITION OF TERMS

"Participating candidate" means a candidate who elects to apply for public funding from the Citizens Clean Elections Commission (CCEC). "Non-participating candidate" means a candidate who elects not to apply for public funding from the CCEC and will finance the campaign from private funding.

SIX PERIOD REPORTS

Non-participating candidates must continue to file the same six election year campaign finance reporting requirement as all do all political committees. The six campaign finance period reports are the January 30th, June 30th, Pre-Primary, Post-Primary, Pre-General, and the Post-General Reports. All reports must be filed electronically.

TRIGGER REPORTS

The Citizens Clean Elections Act established additional reporting requirements for "Non-participating" candidates who choose to privately finance their campaigns. These additional reports are called "trigger" reports and are required of all statewide and legislative non-participating candidates regardless of whether there is a participating candidate in the race. Non-participating candidates file "trigger" reports upon reaching certain thresholds for expenditures in the primary election and receipts in the general election. Thresholds are set for each election cycle and differ according to the office sought as indicated on the Contribution Limits chart.

SOFTWARE ADVISOR

The campaign finance software has been programmed with trigger thresholds and will alert committees when a triggering threshold has been reached, if the software is opened and updated with committee activity on a daily basis.

FILING

Once a committee has reached a threshold, the committee must file on or before the next campaign finance reporting deadline. A trigger report is filed the same as other mandated campaign finance reports. The committee must electronically transmit its updated filing to the Secretary of State. This is accomplished by using the campaign finance software and transmitting the committee campaign finance reporting over the Internet or submitting a diskette.

"Clean Elections Act" 2003 Biennial Adjustments

Pursuant to A.R.S.§16-959(A)

Participating Candidate Expenditure & Contribution Limits for 2004 Elections

Office	**Primary Election Spending Limits** A.R.S.§16-961(G)	**General Election Spending Limits** A.R.S.§16-961(H)	**Maximum Independent Expenditure Limit** A.R.S.§16-941(D)	**Maximum Early Contributions (Aggregate)*** A.R.S.§16-945(A)(2)	**Maximum Early Contributions (Individual)** A.R.S.§16-945(A)(1)	**Maximum Personal Contributions** A.R.S.§16-941(A)(2)
Governor	**$430,149**	**$645,224**	**$550**	**$44,140**	**$110**	**$1,100**
Secretary Of State	**$90,560**	**$135,840**	**$550**	**$22,640**	**$110**	**$1,100**
Attorney General	**$90,560**	**$135,840**	**$550**	**$22,640**	**$110**	**$1,100**
Treasurer	**$45,280**	**$67,920**	**$550**	**$11,320**	**$110**	**$1,100**
Superintendent Of Public Instruction	**$45,280**	**$67,920**	**$550**	**$11,320**	**$110**	**$1,100**
Corporation Commissioner	**$45,280**	**$67,920**	**$550**	**$11,320**	**$110**	**$1,100**
Mine Inspector	**$22,640**	**$67,920**	**$550**	**$5,660**	**$110**	**$1,100**
Legislature	**$11,320**	**$16,980**	**$550**	**$2,830**	**$110**	**$550**

* Revised March 2003

Other Adjustments of Concern to Committees

Late Filing Penalty A.R.S. §16-942(B)		Petty Cash Account Limits A.R.S. §16-948(C)	
Statewide	**Legislative**	**Expenditure**	**Balance**
$330	$110	$110	$1,100

Administrative Adjustments

Commissioner Per Diem Salary A.R.S.§16-955(G)	**CCEC 2003-4 Calendar Year Spending Limit Coefficient** A.R.S.§16-949(A)		**Tax Credit Limit** A.R.S.§16-954(B)	**Tax Form Check-box Cap** A.R.S.§16-954(A)
$220	$5		$550	$5

Non-Participating Candidate
Reporting Dates Under the Clean Elections Act
Election Year 2004

MONTH	DATES
January	1
February	1
March	1
April	1
May	1
June	1
July	1, 6, 13, 20, 27
August	3, 10, 17, 24, 25, 26, 27, 30, 31
September	1, 2, 3, 6, 7, 8, 14, 21, 28
October	5, 12, 19, 20, 21, 22, 25, 26, 27, 28, 29
November	1, 2, 3

Installing The Campaign Finance Software

System Requirements

- ✓ At least 13 megabytes of available hard drive storage space
- ✓ Windows 98 or above
- ✓ 64 megabytes of RAM

AND EITHER

- ✓ A 3 ½" floppy drive (if submitting reports on floppy disc)

OR

- ✓ Internet access (if submitting reports through internet connection)

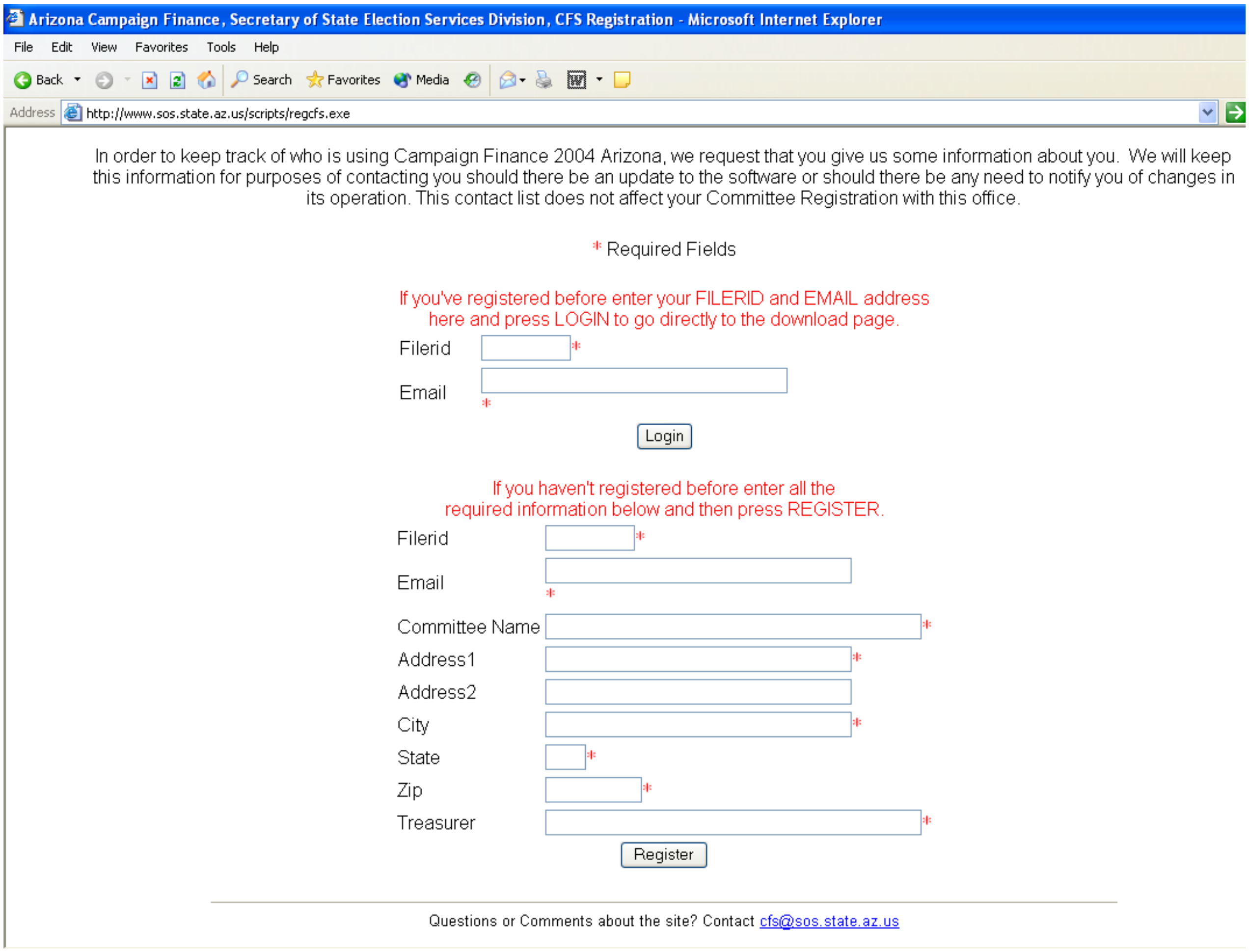
You will also need a printer if you intend to use the software to print amended Statements of Organization or Campaign Finance period reports. Committees are not required to file printed period reports with the Secretary of State, as all reports must be filed electronically per A.R.S.§16-958(E). Therefore, any printed period reports or forms generated by the CF software will be for the committee's use or the use of filing with a local jurisdiction.

NOTE**: *Before installing the Campaign Finance Software make sure all virus scanning, popup blocking, internet protection, and parental guard software is* ***Disabled*.*

***NOTE**: *Some images may differ from what is shown, depending on what version of windows your computer uses.*

Installing From The Internet
(www.sos.state.az.us)

Open your Internet browser (Microsoft Internet Explorer, AOL, Netscape, etc). Go to the Secretary of State Campaign Finance Software page at www.sos.state.az.us/cfs/cfsaz2004.htm. Click on the Campaign Finance 2004 banner next to the spinning diskette. A software registration window appears, as shown below. Fill out either the top or the bottom of the form, pressing the TAB key between fields.   If you do not have a filer ID number assigned by the Secretary of State's office, use the filer ID number from the jurisdiction where you are reporting. When you are done filling out the form, click ***Register***.



A license agreement appears. Read it carefully, and then click ***Continue***.

A header screen appears. Click ***Download Now***.

Make sure you select “Run this program from it’s current location” or “Open” when prompted. Answer affirmatively to any other prompts that may appear (answer Yes, OK, Next, Install, or Finish).

When the install is finished, double-click on the Campaign Finance icon on your desktop. Click ***Online*** (at the top of the window), and then click ***Check for Update***. When the software asks if you would like to back up your data, click ***No***.

A welcome screen appears. Click ***Next***.

Click ***Next*** again. Click ***Next*** a third time. Click ***Finish***.

The latest version of the Campaign Finance software is now installed on your computer.

Installing From CD

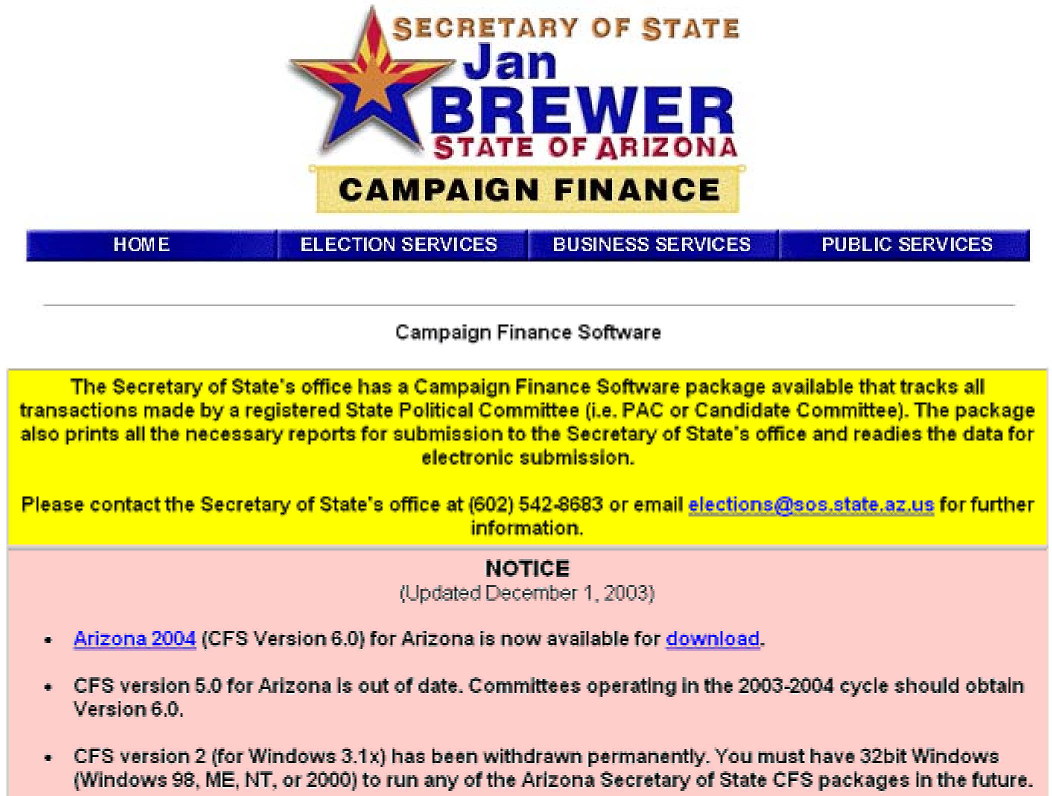
The Secretary of State issues the campaign finance software on a CD for those committees that do not have Internet access.

To request a CD, fill out the enclosed User Registration Form and bring it to us at:

Secretary of State – Elections
1700 W. Washington Street, 7th floor
Phoenix, AZ 85007

Or, if you are out of town, mail a completed form to the same address, and we will mail you a CD.

Insert the CD into your CD drive. The following screen should appear in your browser. If it does not appear, click on ***Start Menu/Run***, and enter the letter designation of your CD drive followed by **:\install** (for example, **D:\install**).



The version and release numbers you see may be slightly different depending on when you received your CD.

Click **Install Arizona Campaign Finance Software 2004**.

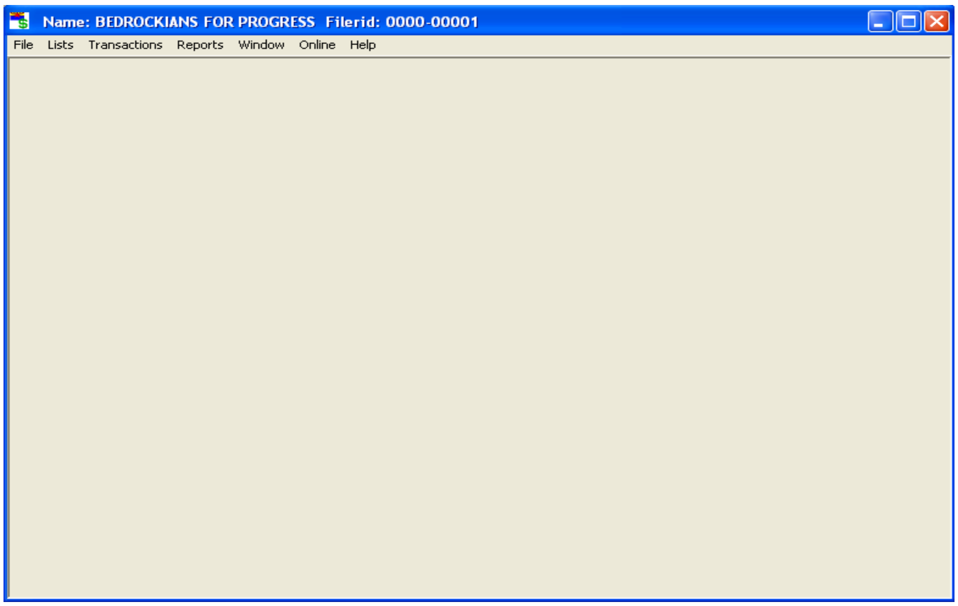
Make sure you select "Run this program from it's current location" or "Open" when prompted. Answer positively to any other prompts that may appear (Yes, OK, Next, Install, or Finish).

Software Setup

Running the CF Program

Double-click on the CF software icon on your desktop.

The main window looks like this:



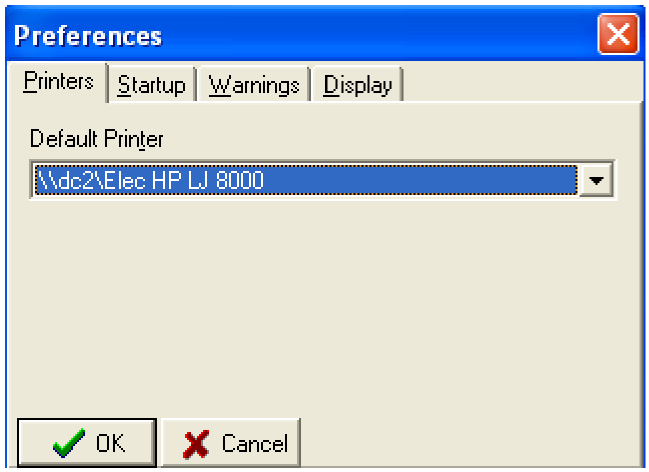
Your committee name will not be shown on the title bar unless you have set up your committee. See the section called **Setting Up a Committee** for instructions on how to do this.

Changing System Preferences

All system preferences are changed in the Preferences window.

In the main window, click on ***File***, then ***Preferences***.

The Preferences window appears.

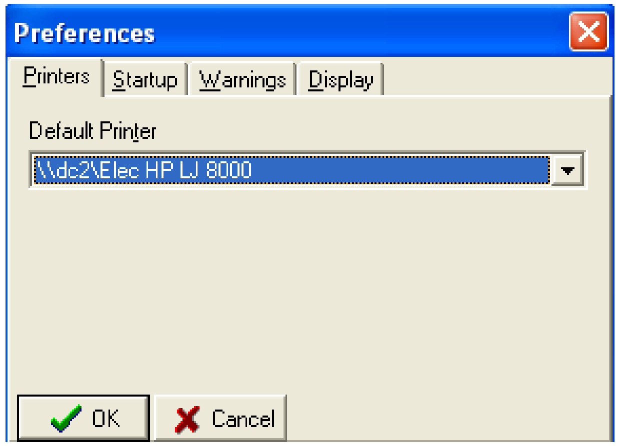


Changing the System Printer

Reports other than period reports are automatically routed to the printer selected in the Preferences window. Follow these steps to select a printer:

Click on the Printers tab of the preference window.

The Printers page appears.



Click on the pull-down arrow to see a list of printers. 

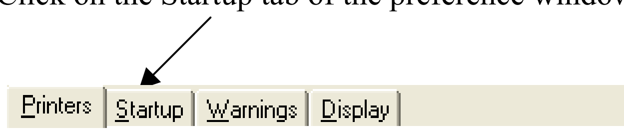
Select the printer you want by clicking on it.

Click ***OK***.

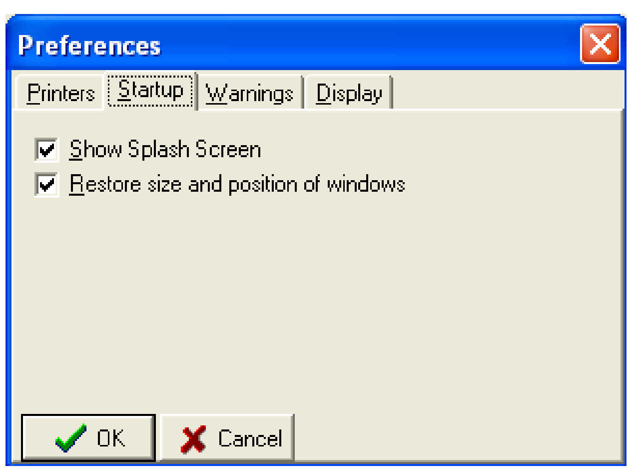
If you don't see the printer you wish to use, you may need to install it first. Consult the documentation for your operating system for instructions on how to do this.

Changing Startup Options

Click on the Startup tab of the preference window.



The Startup page appears.



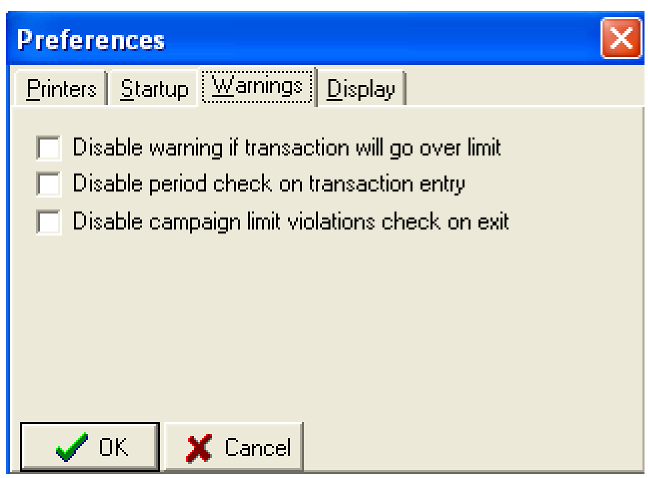
If you wish to view a splash screen that shows the version number of the software while waiting for the software to load, click the box that says **Show Splash Screen**.

When you close and re-open the software, the program is capable of remembering which windows you have open, along with their size and position. If you would like to turn on this option, click on the box that says **Restore size and position of windows**.

Enabling And Disabling Warnings

Click on the ***Warnings*** tab of the preference window.

The Warnings page appears.



<u>Turn On / Off Limit Checking</u>

Checking for limit violations can help a committee discover excessive contributions as they are entered. If a committee is using the software in an election cycle subsequent to the release of the software, or for a local jurisdiction, the committee may need to disable the limit checking in order to enter contributions. For regular use it is strongly recommended that the check remains enabled.

To disable limit checking, click on and check the box that is labeled ***Disable warning if transaction will go over limit***. To enable limit checking, uncheck the box by clicking on it again.

Turn On / Off Period Checking

Period checking is a safety feature that is in place to help avoid invalid transactions. It is strongly recommended that if you turn off the period checking for data entry purposes, you restore it as soon as you are done data entry. To disable period checking, check the box that says ***Disable period check on transaction entry*** by clicking on it. To restore it, uncheck the box.

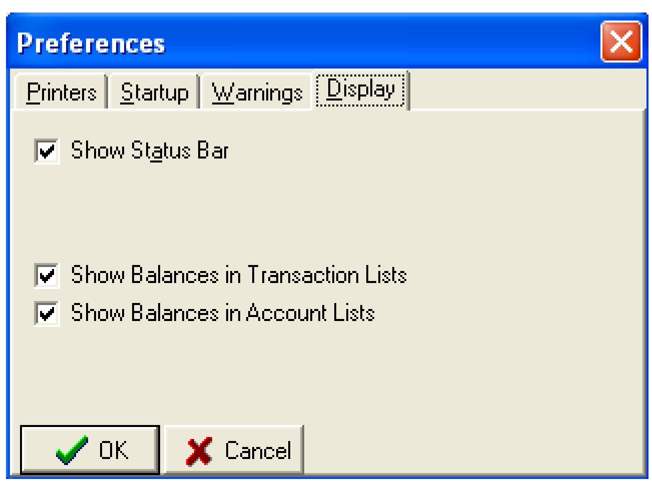
Turn On / Off Limit Checking on exit

The software can perform a limit check upon closing of the software. This is a good way for the user to check that the data entered so far is within contribution limits. For regular use it is strongly recommended that the check remains enabled. To disable limit checking when exiting the software, click on and check the box that is labeled ***Disable campaign limit violations check on exit***. To enable limit checking, uncheck the box by clicking on it again.

Changing Display Options

Click on the ***Display*** tab of the preference window.

The Display page appears.



Showing/Hiding The Status Bar

The status bar shows useful period information on the bottom of the screen. You may need to set the current period to get it to display period information. To show the status bar, check the box marked ***Show Status Bar*** by clicking on it. To hide the status bar, uncheck the box by clicking on it again.

Showing Balances

Balances columns can be displayed for the accounts list, and in individual account windows, if desired.

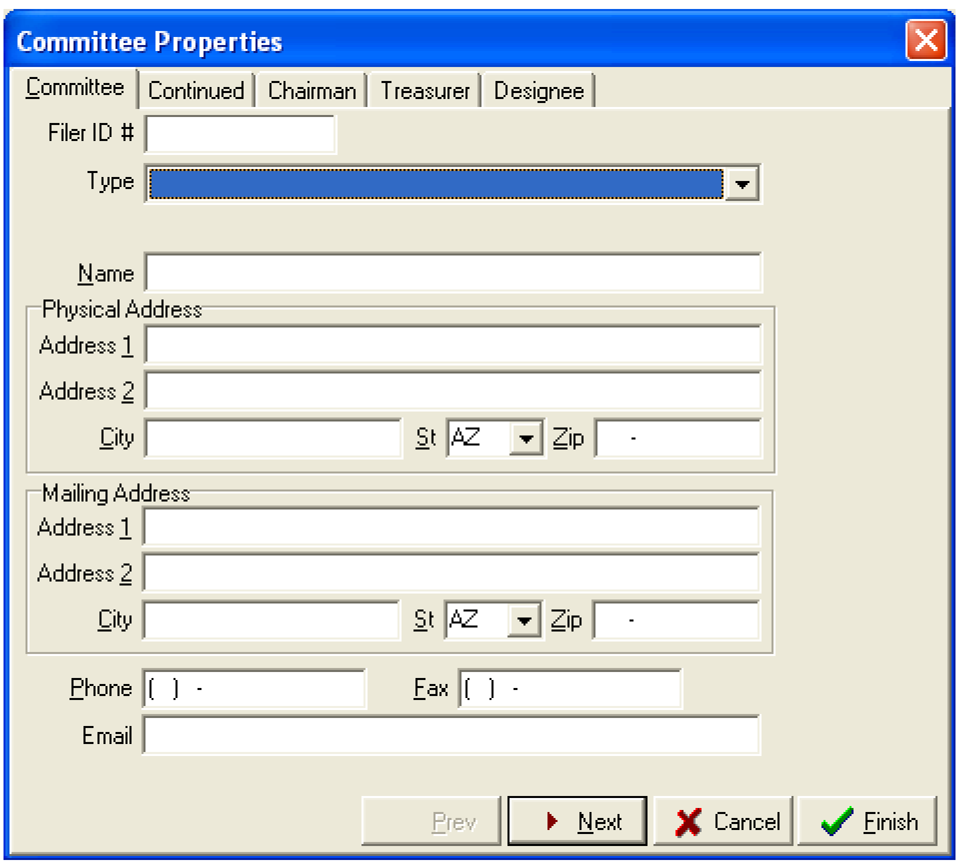
To show balances in individual account windows, check the box that says ***Show Balances in Transaction Lists.***

To show balances in the accounts list, check the box that says ***Show Balances in Account Lists***.

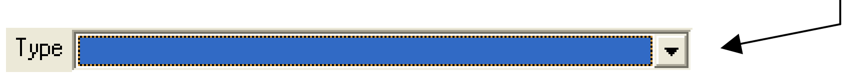
Setting Up A Committee

***NOTE- You may wish to have your committee's Statement of Organization in front of you when setting up your committee in the software.**

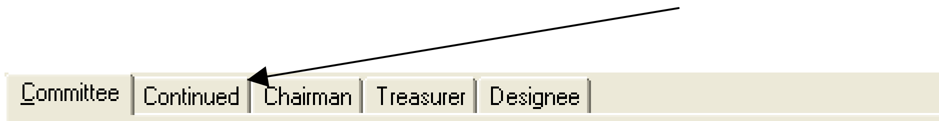
Start the CF software if it is not already running. Click ***File***, then ***New Committee***. The Committee Properties window appears. It looks like this:



Use the pull-down arrow for Type to select your committee type.



Continue to fill out the rest of the form, using the TAB key to move between fields on the form. Click on the next tab, which is called **Continued**.



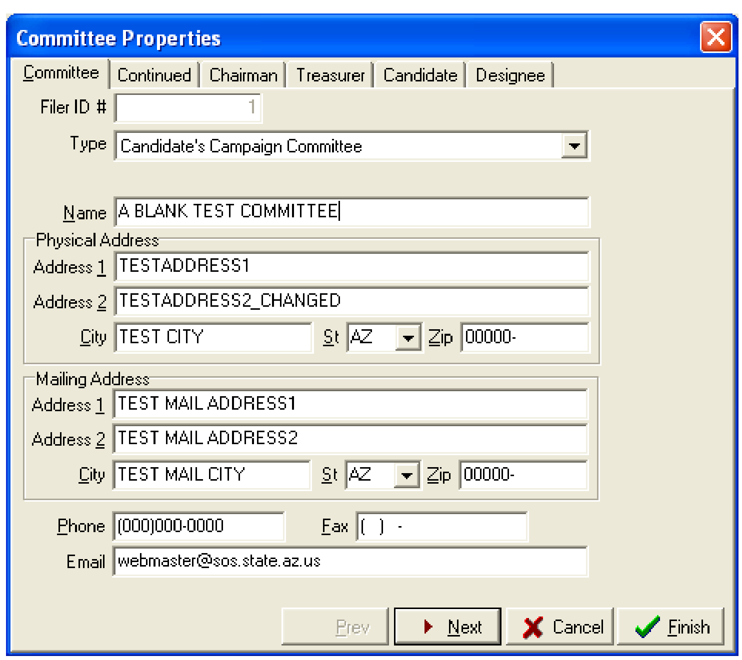
Fill out the form in that section, and then continue on to the next section (click the **Chairman** tab), and complete all screens until you have completed the forms in all the sections pertaining to your committee.

Click ***Finish*** when you are done.

Changing Committee Information

At some point you may need to change some of the information regarding your committee. If your committee files with the Secretary of State, then changing this information is a two-step process: 1) You must change the information in the your database using the CF software. 2) You must file with the Secretary of State's office an amended Statement of Organization. The CF software will print out a completed Statement of Organization for you. See the section in the ***Reporting*** section called ***Printing an Amended Statement of Organization***.

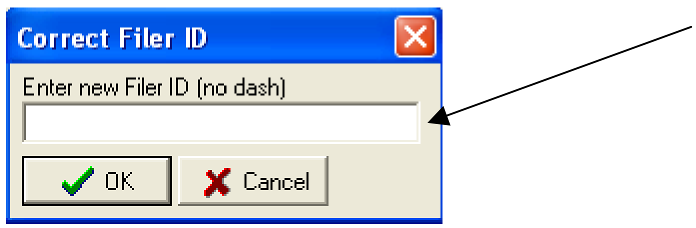
In the main window, click ***File***, then ***Committee Properties***. The Committee Properties window appears:



Select the tab that holds the information you want to change for example, click on the **Treasurer** tab to change the treasurer's address. Type in the changes in the appropriate fields, and when you are done, click ***Finish***.

Changing The Filer Identification Number

The filer ID cannot be changed in the committee information window. To change the filer ID, click on ***File***, ***Committee Actions***, and then ***Correct FilerID***. The ***Correct FilerID*** window will appear.



Type in the corrected filer identification number and click ***OK***.

Working With More Than One Committee

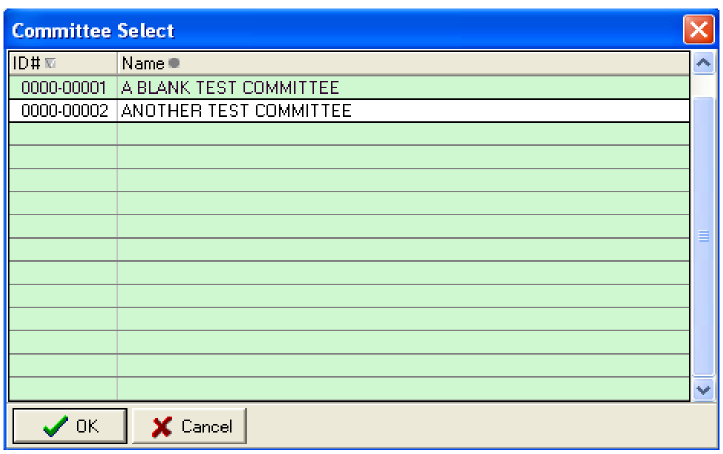
Treasurers that work on behalf of more than one committee may wish to record transactions on and report from just one computer. The CF software facilitates record keeping for multiple committees.

Setting Up Subsequent Committees

Follow the instructions in the section entitled **Setting Up a Committee** for each committee you wish to set up.

Switching Between Committees

The CF Software has only one ACTIVE committee at a time. This is the committee whose name appears on the title bar of the main window. If you wish to switch the attention of the software to a different committee, click on ***File***, then ***Open Committee***. A Committee Select window appears, as shown:



Double-click the committee that you wish to make active.

The selected committee now becomes the active committee. The active committee name appears on the title bar, and all changes, transactions and reports will regard only the active committee. You may switch between committees any time you wish.

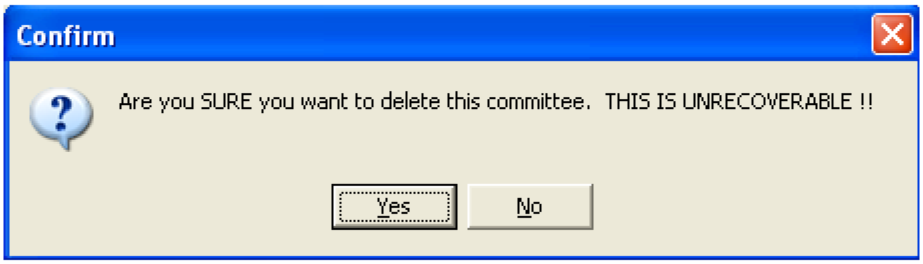
Deleting a Committee

Deleting a committee is a non-reversible action. Make sure that you back up the final version of the committee information for your records before you delete a committee. See the section called **Backing Up Committee Data** for instructions on how to back up data.

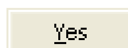
Click on ***File*** in the main window, then ***Delete Committee***. The Committee Select window appears.

Double-click on the committee you wish to delete.

A Confirm window appears, as shown below.



Click ***Yes*** if you're sure.



Clearing All Data

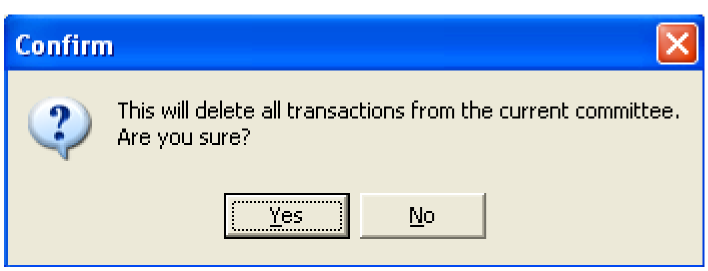
It is strongly recommended that you backup your existing data before clearing it. To find out how to do this, consult the section entitled **Backing Up Your Data**.

Clearing All Transactions

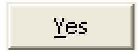
This function clears all the transactions currently in the database, without clearing any names.

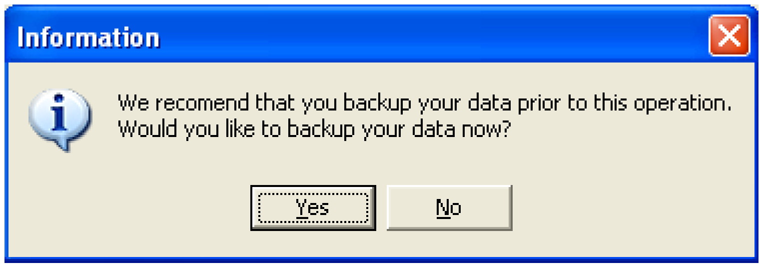
Click ***File*** in the main window, followed by ***Committee Actions***, and ***Clear All Transactions***.

The following window appears:



Click ***Yes***.





If you have already backed up your data as suggested above, click ***No***. Otherwise, backup your data now by clicking Yes.

Clearing All Names And Transactions

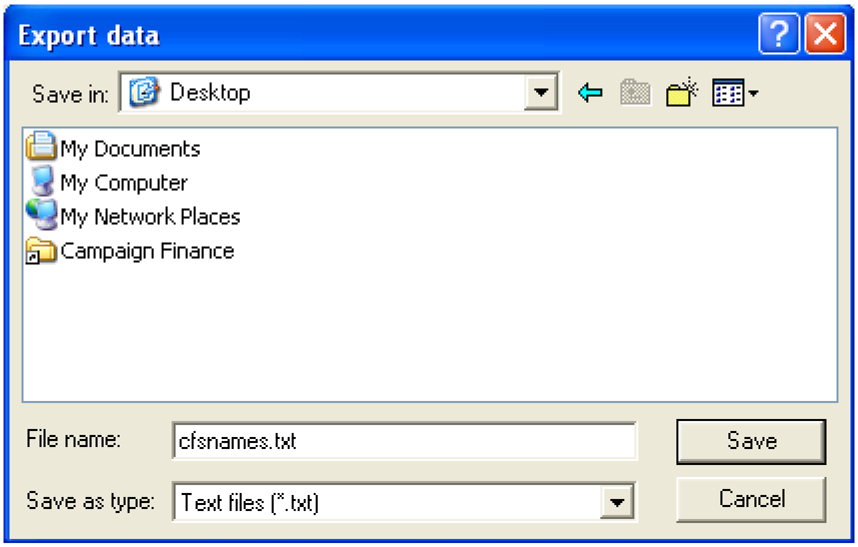
All names in the database can also be cleared at the same time as the transactions. Follow the steps above, but from the main window choose ***File***, ***Committee Actions***, and ***Clear All Names & Transactions***.

Exporting And Importing Names

Exporting Names

In the main window, click on ***File***, then ***Committee Actions***, ***Export***, and ***Names***.

The Export data window appears:



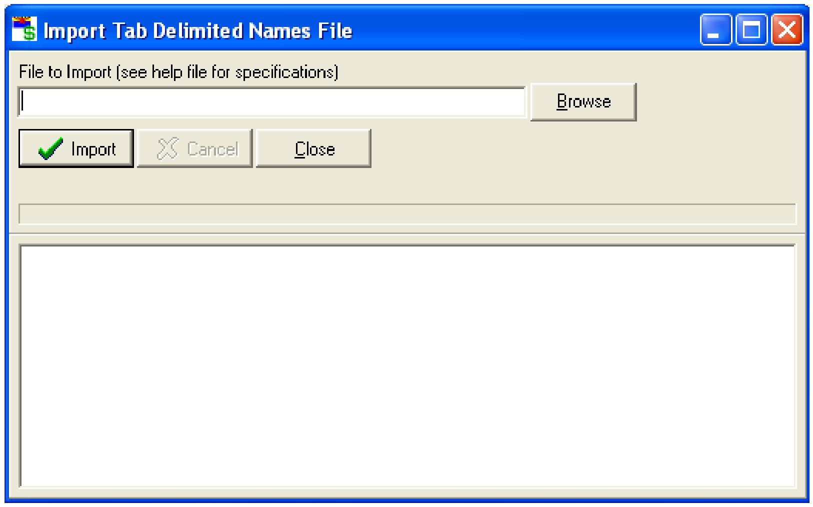
Direct the window to where you would like to store the export file, and click ***Save***.

Importing Names

Name lists can be imported from text files meeting the specifications described in the web page www.sos.state.az.us/cfs/cfs_import-export_description.htm. Once a data file has been created, it may be imported into the CFS database. It is strongly recommended that you back up your data before importing data. See the **Backing Up Your Data** section for instructions on how to back up your data.

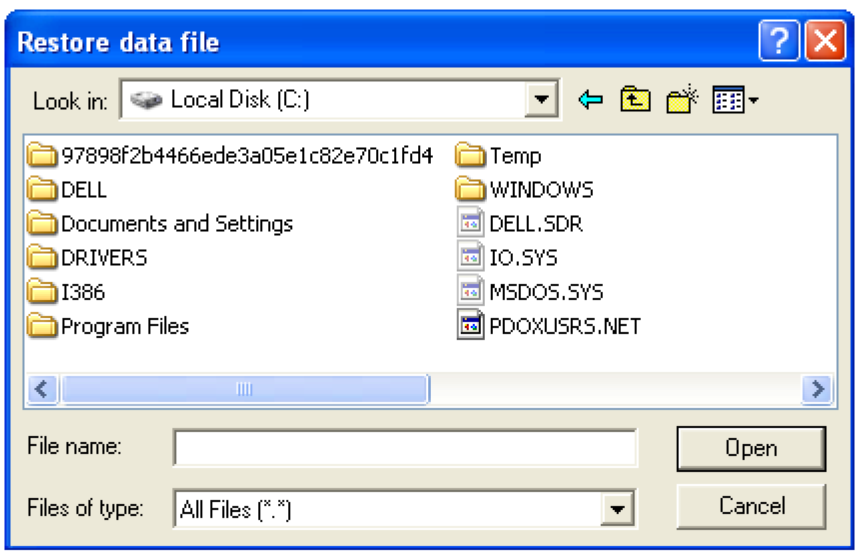
In the main window, click ***File***, then ***Committee Actions***, ***Import***, and ***Import Names***.

The **Import Tab Delimited Names File** window appears, as shown below:



Click on ***Browse***.

The Restore data file Window appears.

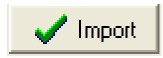


Select the drive the prepared file is on by clicking the "Look in:" pull down arrow.

Double-click on folders and sub-folders in the window, following the path to the prepared file, until the prepared file appears in the window.

Double-click the name of the prepared file.

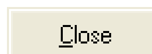
Click ***Import***.



A prompt appears asking if you want to back up your data. If you have already backed up your data as suggested above, click ***No***.

The import function protects against duplicate names. If a name in the import file already exists, the function will produce a window that asks whether or not you would like to replace the existing name with the new name or just discard the new name.

When the import is complete, click ***Close***.



Changing Election Cycles

Applicable laws:

A.R.S. §16-905 (H)	Contribution Limitations; civil penalty, complaint
A.R.S. §16-915 (A)	Contents of campaign finance reports
A.R.S. §16-915.01 (A) 1, (C)	Disposal of surplus monies; transfer of debt

Recommendations

If a candidate committee or an exploratory committee is to continue operations in a subsequent election cycle, the Election Services Division recommends this course of action:

- ✓ Pay off all loans and debts owed by the committee.
- ✓ Collect all loans and debts due the committee.
- ✓ Open a new committee for the new election cycle.
- ✓ Transfer surplus money to the new committee.
- ✓ Terminate the previous committee.

The names list can be exported from the old committee and imported into the new committee in order to avoid re-entering information. See the section entitled "Exporting And Importing Names" in this manual for help on how to accomplish this.

If the old committee does not have enough cash on hand to retire the debts, the debts can be transferred to the new committee as allowed by A.R.S.§16-915.01(C).

Alternatively, the committee may remain active until it receives funds to retire the debts and can then close. In this case, either:

A) Campaign finance reports must be filed in a timely manner for the committee as required by A.R.S. §16-913 (B or C) until the committee is terminated, **or**…

B) Pursuant to A.R.S. §16-913 (E), a candidate committee may file an Annual No Activity Statement by Jan 31st of the election year. If this option is exercised, the committee does not report until the next year, unless a contribution or expenditure is made.

Transferring a Committee's Previous Surplus

A Note About Previous Surplus

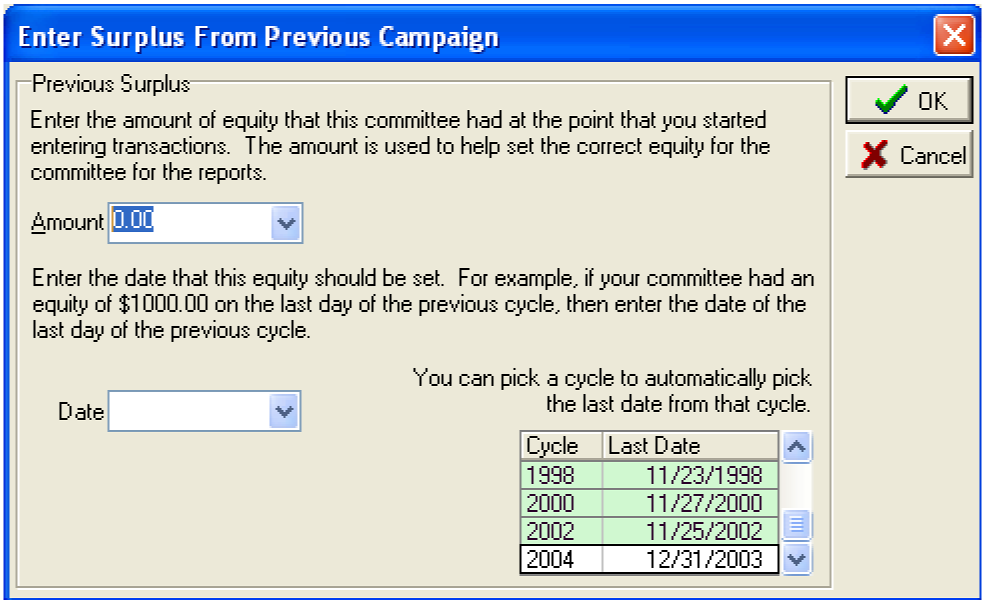
The surplus from a committee's previous election cycle will be the amount of cash the previous committee had on hand at the end of the last reporting period of the previous election cycle. You can find this amount on line 7 on the first page of the final period report from the previous election cycle.

In the software, there is an internal account (account #620) that holds the surplus from the previous campaign. Entries to this account can be viewed and edited. See the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Recording Previous Surplus

In the main window, click ***Transactions***, ***Previous Committee***, ***Set Previous Campaign Surplus***.

The **Enter Surplus From Previous Campaign** window opens.



Enter the surplus amount in the box marked "Amount".

Enter the last day of the previous election cycle in the box marked "Date"

Click ***OK***.

Transferring Previous Debt

A Note About Previous Debt

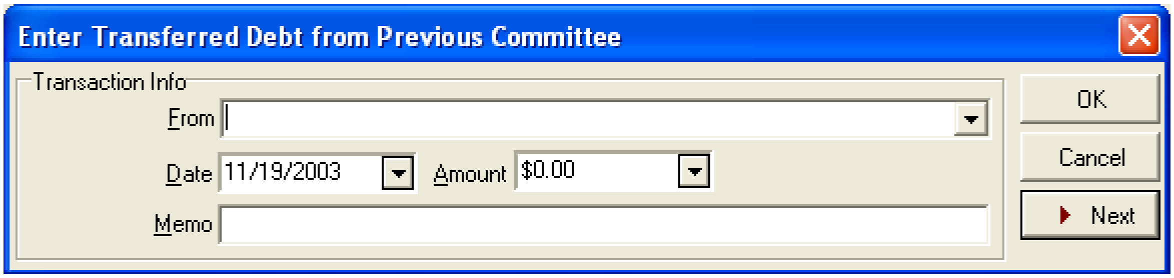
In the software, there is an internal account (account #630) that holds the debt carried over from the previous committee and payments on those debts. Entries to this account can be viewed and edited. See the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Outstanding loans from the previous election cycle are recorded as previous debt in the current cycle.

Recording Previous Debt

In the main window, click ***Transactions***, ***Previous Committee***, ***Enter Previous Debt(s)***.

The Enter Transferred Debt From Previous Committee window opens.



Enter the creditor name, Date of the original debt, amount still due, and any memo for the debt.

Click ***OK***.

Transferring Previous Loans

Outstanding loans become debts as the election cycle changes. Follow the instructions for transferring committee debts to transfer any outstanding loans. To repay the loans, see the section titled Paying On Previous Debts.

Backing Up And Restoring Data

Backing Up Your Data

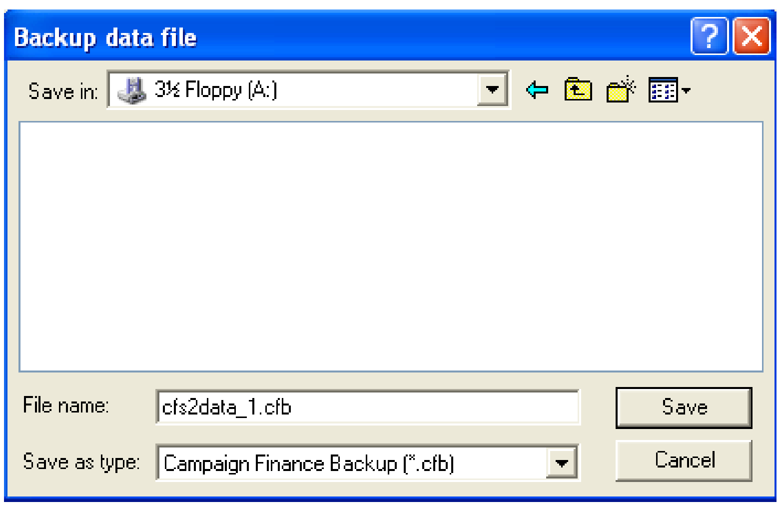
A backup can be done at any time, and can never be done too often. It is important to safeguard your data against accidental erasure, hardware failures, and any other unforeseen dangers. Backing up often ensures that you always have a current copy to fall back on, should anything happen to the original data. Backing up is easy, and only takes a few moments.

You may wish to give the backup file a meaningful name. Including the date of the backup or the committee name in the name of the file may help you locate the file later. Backup files from the CF software have a file extension of .CFB.

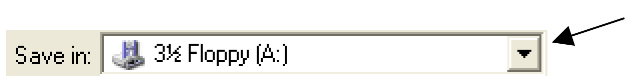
Most commonly, a backup file would be stored on a removable magnetic media such as diskette or zip cartridge. Other options would include CD-RWs or CD burners, network drives and secondary hard drives.

In the main window, click ***File***, then ***Database***, and ***Backup***.

The Backup data file window appears:



Click on the “Save in:” pull down arrow.



Click on the drive you wish to store the backup file in (in this case, the A: drive is used)

If you wish to store the file in a folder or subfolder on the drive, double click that folder in the window.

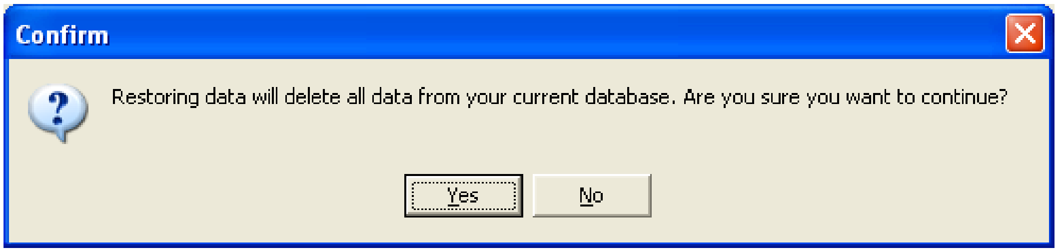
Enter an appropriate name in the box called File name.
Click ***Save***.

Restoring Backed Up Data

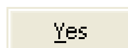
Restoring replaces all data that is currently in the database with data that has been backed up previously.

In the main menu, click ***File***, ***Database***, and ***Restore***.

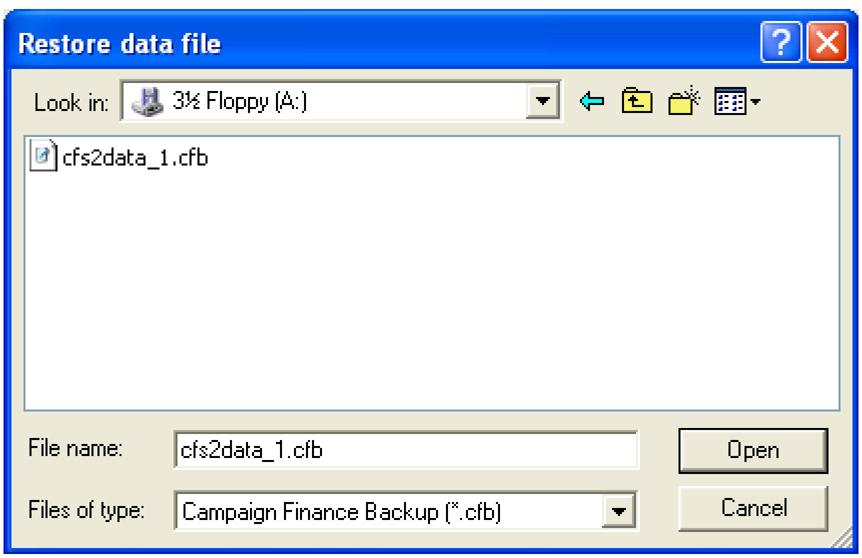
A Confirm window appears.



Click ***Yes***.



A window appears called Restore data file.



Click on the "Look in:" pull down arrow.

Click on the drive that the backup file is in (in this case, the A: drive)

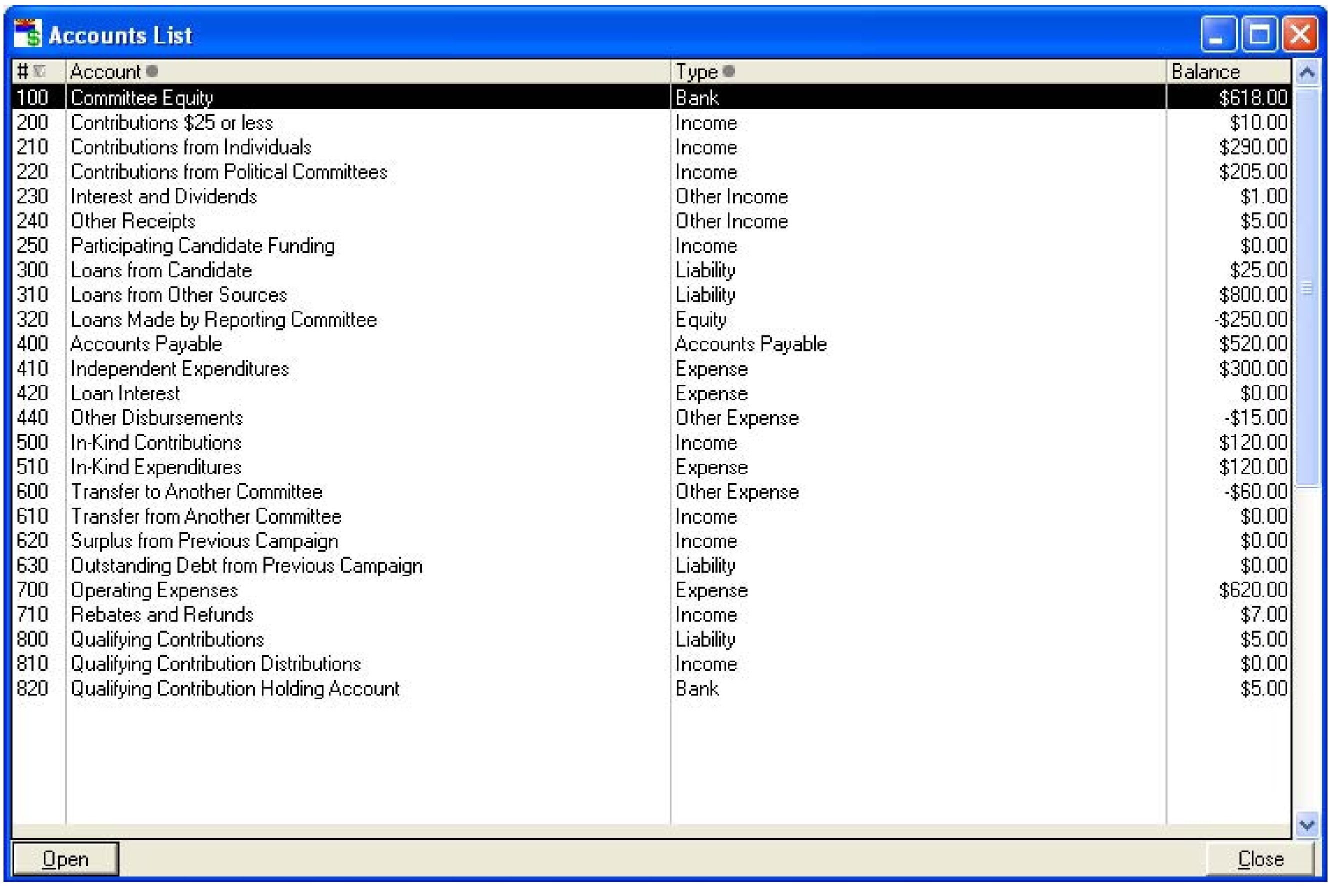
If the file is in a folder or subfolders on the drive, double click those folders in the window.

Double-click on the backup file when it appears in the window.

Viewing and Editing Account Entries

Viewing Accounts And Their Balances

Transactions are entered into the database using techniques described in the section entitled **Entering Common Transactions**. Each transaction increases or decreases the balance of one or more *accounts*, or lists of transactions in a particular category. To see the accounts kept by the database, go to the main window and click on ***Lists***, then ***Accounts***. The Accounts List window appears.


Accounts List

#	Account	Type	Balance
100	Committee Equity	Bank	$618.00
200	Contributions $25 or less	Income	$10.00
210	Contributions from Individuals	Income	$290.00
220	Contributions from Political Committees	Income	$205.00
230	Interest and Dividends	Other Income	$1.00
240	Other Receipts	Other Income	$5.00
250	Participating Candidate Funding	Income	$0.00
300	Loans from Candidate	Liability	$25.00
310	Loans from Other Sources	Liability	$800.00
320	Loans Made by Reporting Committee	Equity	-$250.00
400	Accounts Payable	Accounts Payable	$520.00
410	Independent Expenditures	Expense	$300.00
420	Loan Interest	Expense	$0.00
440	Other Disbursements	Other Expense	-$15.00
500	In-Kind Contributions	Income	$120.00
510	In-Kind Expenditures	Expense	$120.00
600	Transfer to Another Committee	Other Expense	-$60.00
610	Transfer from Another Committee	Income	$0.00
620	Surplus from Previous Campaign	Income	$0.00
630	Outstanding Debt from Previous Campaign	Liability	$0.00
700	Operating Expenses	Expense	$620.00
710	Rebates and Refunds	Income	$7.00
800	Qualifying Contributions	Liability	$5.00
810	Qualifying Contribution Distributions	Income	$0.00
820	Qualifying Contribution Holding Account	Bank	$5.00

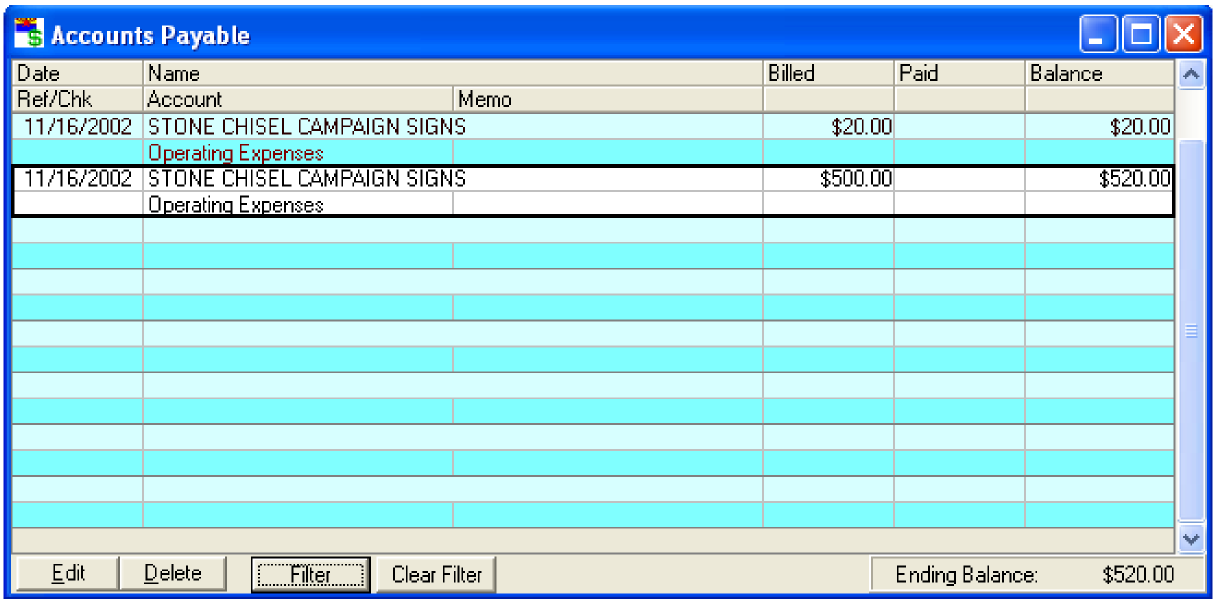
Open Close

The window shows the account number, name and type. It may also show the current balance for each account if the option is selected in the ***Preferences*** window. See the section entitled **Changing System Preferences** for help with selecting this option.

Viewing Transactions In An Account

In the main window, click ***Lists***, then ***Accounts***.

The Accounts List window appears. Double click on the account to be viewed in the Accounts List Window. A window specific to that account appears, as shown below for the Accounts Payable account.



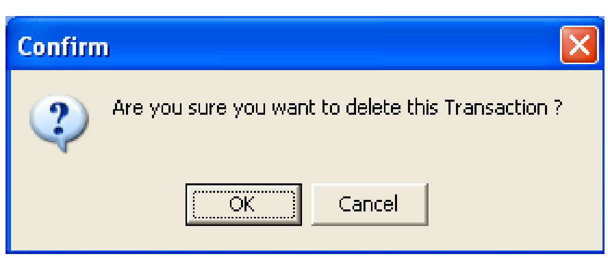
Deleting A Transaction

In the main window, click ***Lists***, then ***Accounts***.

Double-click on the account that holds the transaction you wish to delete. For example, if you have erroneously entered an invoice and need to delete the entry, double-click on Accounts Payable.

When the transaction window appears, click on the transaction you wish to delete to highlight it. Then click Delete.

A confirmation window appears.



Click OK

Editing Transactions

In the main window, click ***Lists***, then ***Accounts***.

Double-click on the account that holds the transaction you wish to edit. For example, if you have received an amended invoice and need to edit the original invoice entry, double-click on Accounts Payable.

When the transaction window appears, double-click on the transaction you wish to edit.

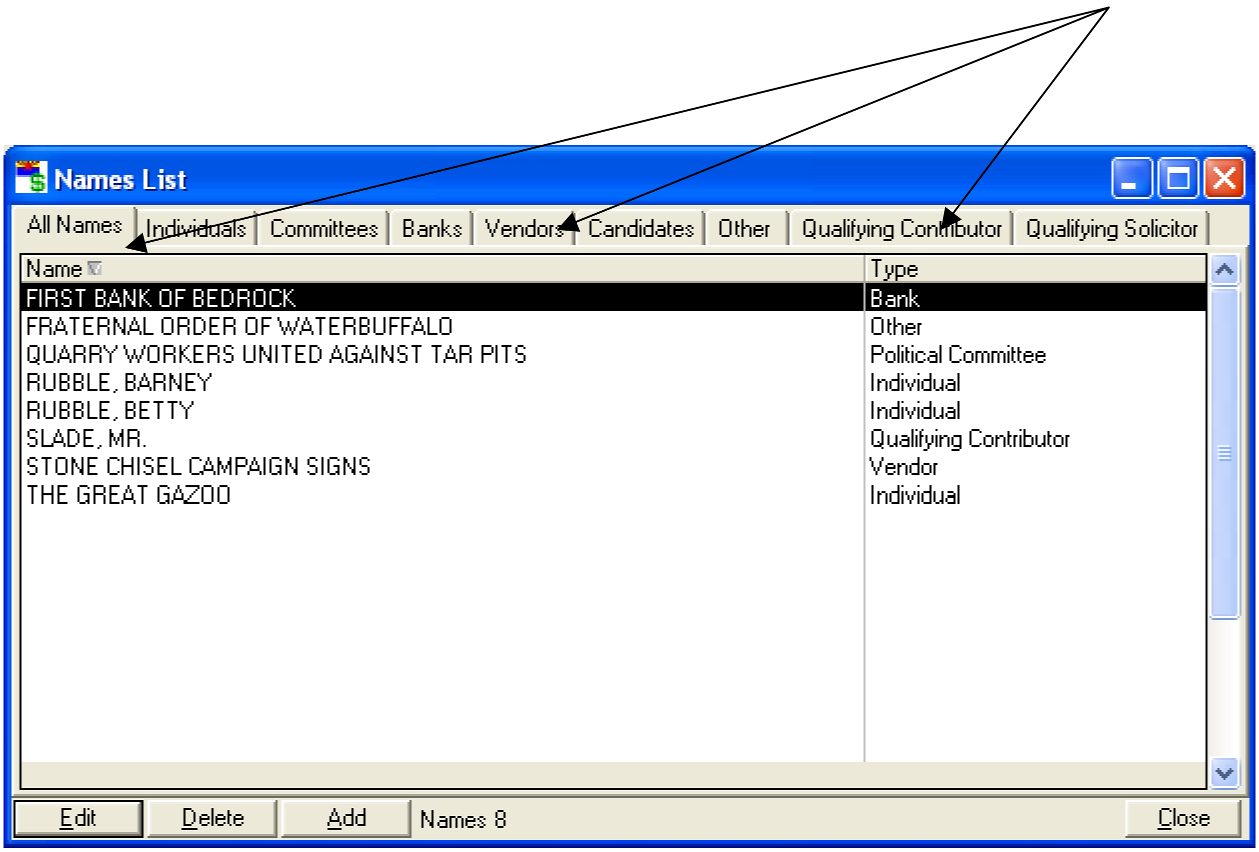
A General Transaction window appears.

Change the information that you need to, and click OK.

Viewing and Editing The Names List

Viewing Names

While transactions are entered using techniques described in the section entitled **Entering Common Transactions**, names are being added to the database. To view the list of names, go to the main window and click ***Lists***, then ***Names***. The ***Names List*** window appears. Note the tabs across the top.



By default, the ***All Names*** page is selected, and the list shows all the names in the database and their type. The total number of names is shown at the bottom. If you would like the list to show only names from a certain category, click on the tab with that category name.

Editing Names

Names are not stored with transactions. Rather, a pointer to a name is stored; thus many transactions may have pointers to a single name. Once a name or information about a name is changed, it is changed for all transactions that have pointers to that name. This is a very convenient arrangement compared to changing information for a name in every single transaction in which it occurs. However, this situation implies that a name cannot be deleted if it is used in one or more transactions, because those transactions would then be left without a name attached to them.

In the ***Names List*** window, double-click on the name you wish to edit.

The appropriate information window appears. For instance, if you click on an individual, the individual window appears.

Click on the information you wish to change, then type in the new information.

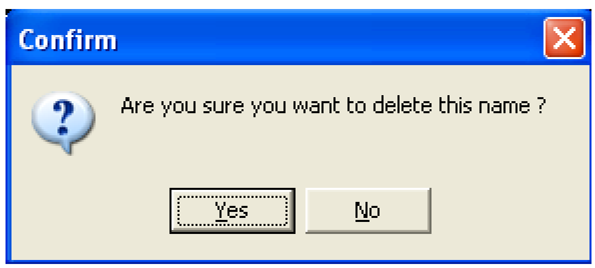
Click OK.

Deleting Names

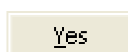
In the ***Names List*** window, double-click on the name you wish to delete.

Click ***Delete***.

If the name is not used in any transactions, the ***Confirm*** window appears.



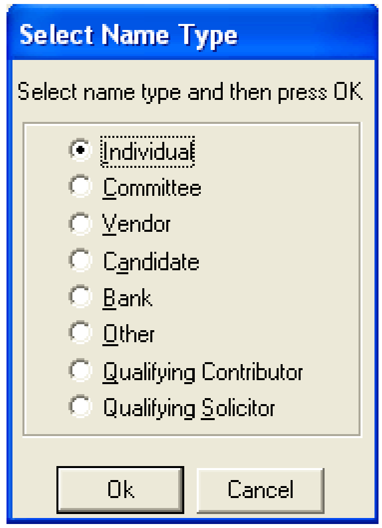
Click ***Yes***.



Adding Names

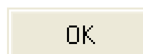
In the ***Names List*** window, click ***Add***.

The ***Select Name Type*** Window appears.



Click the radio button  next to the type of name that you would like to add.

Click ***Ok***.



The appropriate window will appear so that identification information can be entered for that entity. For example, if you select *individual* in the ***Select Name Type*** window, the ***Individual*** window will appear.

Fill out the boxes in the window, pressing the TAB key between fields.

Click ***OK***.

Reporting

Printing an Amended Statement of Organization

Pursuant to ARS §16-902.01(D), if your committee files campaign finance reports with the Secretary of State, you must file an amended Statement of Organization within 5 days of making any changes to your committee information.

To find out how to record changes in committee information, read the section called **Changing Committee Properties** in this manual. After making changes, print out the Statement of Organization by clicking on ***Reports*** in the main window, then ***Statement of Organization***.

NOTE: ***If your committee is a standing committee, the Statement of Organization must be notarized before sending it to the Secretary of State!***

Mail or deliver the form to:

Secretary of State – Election Services
1700 W. Washington Street, 7th floor
Phoenix, AZ 85007

Clean Elections Forms

Application for Certification of a Participating Candidate

See A.R.S. §16-947 for details about why, when and how a candidate may file this application.

In the main window, click ***Reports***, ***Citizens Clean Elections***, and ***Application for Certification of a Participating Candidate***.

The application starts printing immediately.

Application to Receive Participating Funds and $5 Qualifying Contribution List

See A.R.S. §16-950 for details about why, when and how a candidate may file this application.

In the main window, click ***Reports***, ***Citizens Clean Elections***, and ***Application to Receive Participating Funds and $5 Qualifying Contribution List***.

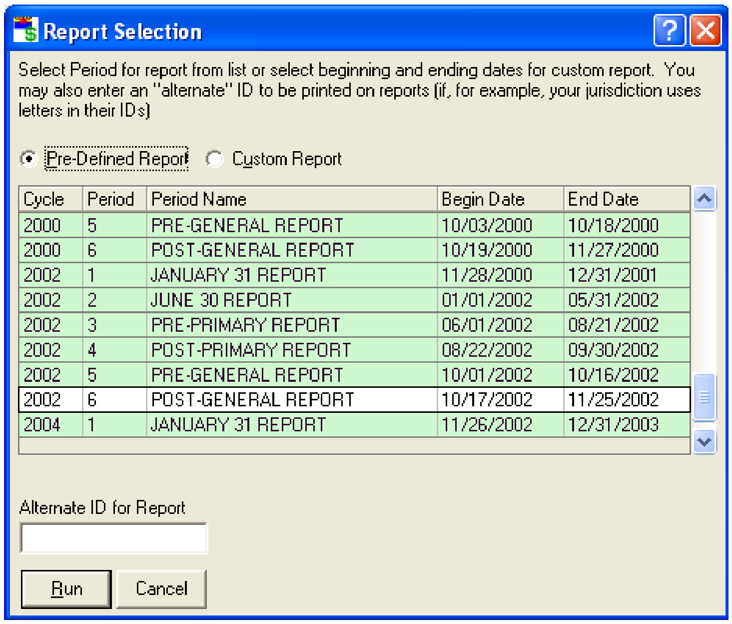
The report containing the Application and the accompanying list of $5 Qualifying Contributions starts printing immediately. See section **Printing $5 Qualifying Contribution List**.

Viewing and Printing Period Reports

All campaign finance reporting to the Secretary of State will be in electronic format, and no period report need be printed to accomplish this. Paper or Hardcopy reports are for the use of the committee or a local jurisdiction only.

In the main window, click on ***Reports***, and ***Period Report***.

The ***Report Selection*** window appears.



Cycle	Period	Period Name	Begin Date	End Date
2000	5	PRE-GENERAL REPORT	10/03/2000	10/18/2000
2000	6	POST-GENERAL REPORT	10/19/2000	11/27/2000
2002	1	JANUARY 31 REPORT	11/28/2000	12/31/2001
2002	2	JUNE 30 REPORT	01/01/2002	05/31/2002
2002	3	PRE-PRIMARY REPORT	06/01/2002	08/21/2002
2002	4	POST-PRIMARY REPORT	08/22/2002	09/30/2002
2002	5	PRE-GENERAL REPORT	10/01/2002	10/16/2002
2002	6	POST-GENERAL REPORT	10/17/2002	11/25/2002
2004	1	JANUARY 31 REPORT	11/26/2002	12/31/2003

If an ID other than the committee ID number is to be printed on the report, enter that ID in the box labeled ***Alternate ID for Report***.

Choose either a pre-defined or custom report.

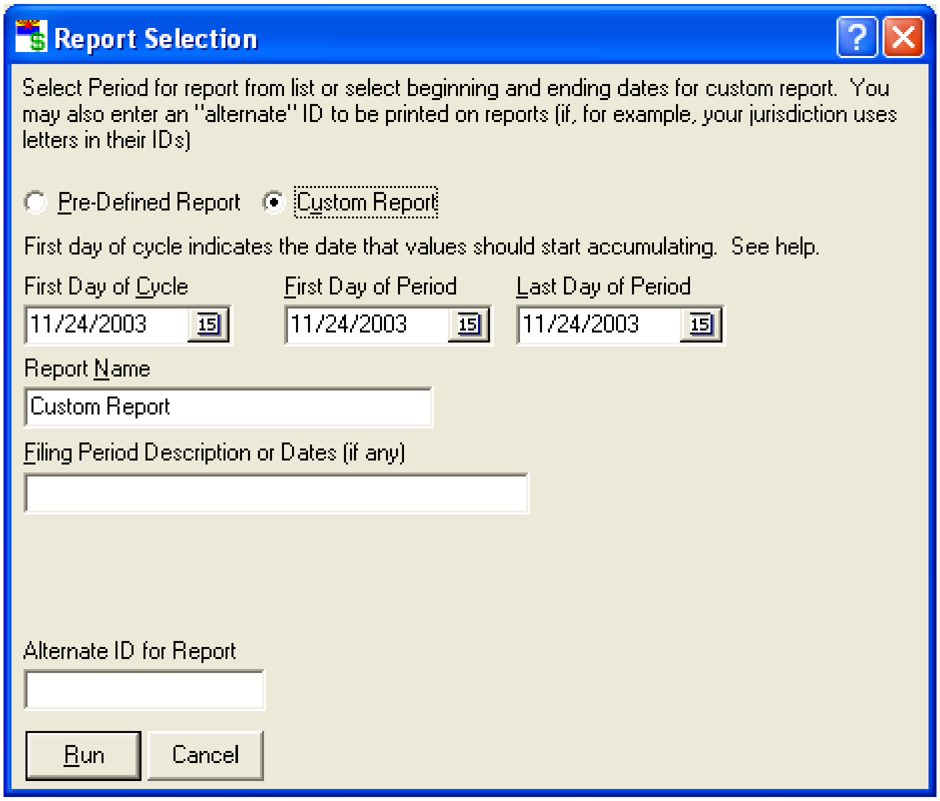
Pre-defined Reports

Select the report from the list supplied by double-clicking on it. If you cannot find the report you need, you must define a custom report

Custom Reports

Select a custom report by clicking the radio button  for custom reports.

The ***Report Selection*** window changes to look like this:

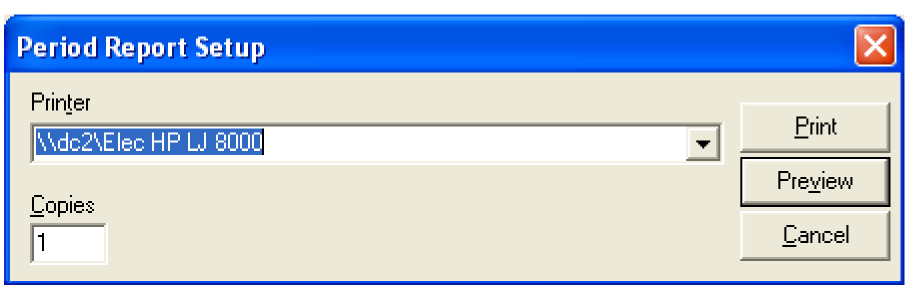


Enter the first day of the election cycle in the box labeled ***First Day of Cycle***. For the 2004 state election cycle, this would be ***<u>November 26, 2002</u>***. Transactions from this date forward will be included in the report, on a cumulative basis if they occur before the period of the report.

Enter the first and last day of the reporting period, and a report name and Filing Period description if any, pressing the TAB key between fields.

Click ***Run***.

The ***Period Report Setup*** window appears.



Printing the Report

If you do not see the printer that you wish to use in the window, click the Pull-down arrow  and select the printer from the list by clicking on it.

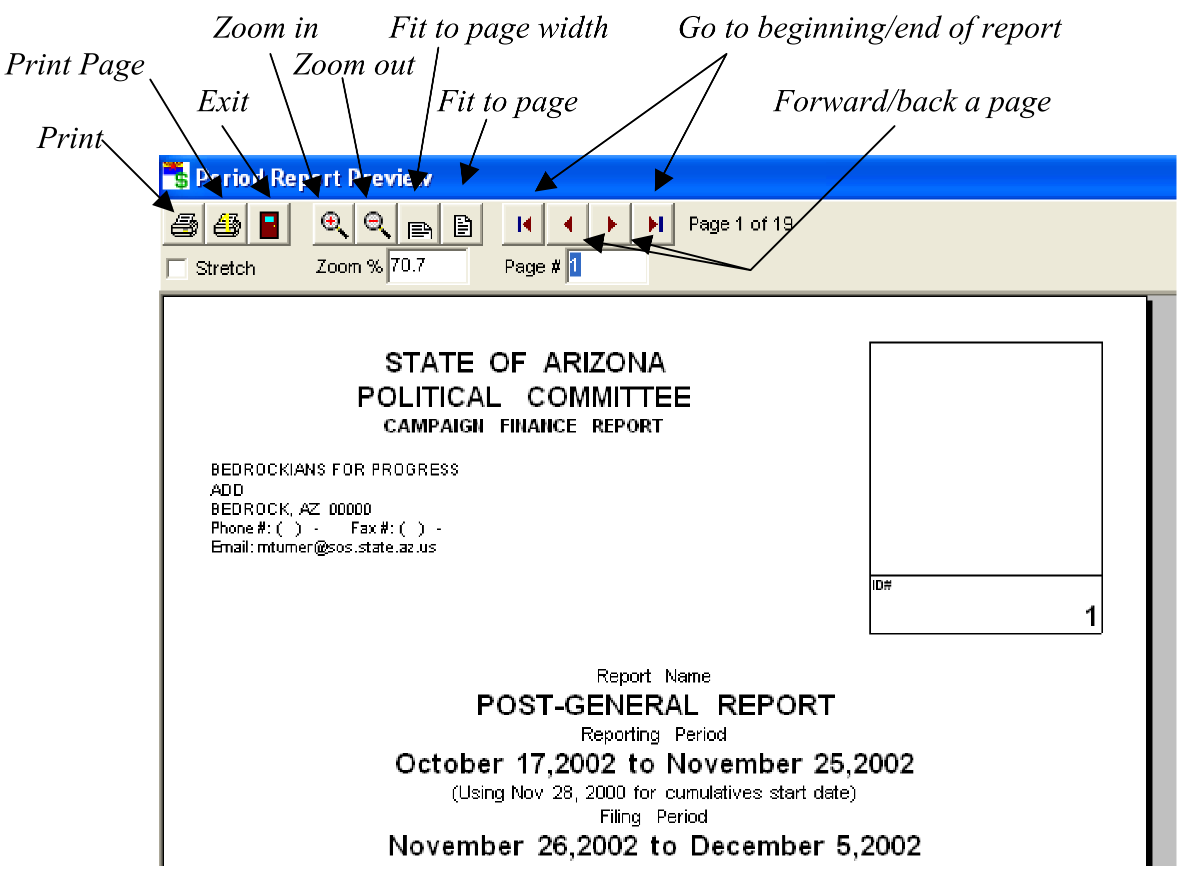
Click ***Print***.

The report prints immediately.

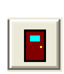
Previewing the Report

In the ***Period Report Setup window***, click ***Preview***.

The ***Period Report Preview*** window appears.



Click on the buttons described above to navigate and view the report. When you are done, click ***Exit***.



STATE OF ARIZONA
POLITICAL COMMITTEE
CAMPAIGN FINANCE REPORT - NO ACTIVITY

BEDROCKIANS FOR PROGRESS
ADD
BEDROCK, AZ 00000
Phone #: ( ) - Fax #: ( ) -
Email: mturner@sos.state.az.us

ID#
1

Report Name
JANUARY 31 REPORT
Reporting Period
November 26,2002 to December 31,2003
(Using Nov 26, 2002 for cumulatives start date)
Filing Period
January 3,2004 to January 31,2004

SAMPLE

SUMMARY

	This Period	To Date
5a. Surplus from previous Campaign		$0.00
5b. Cash on Hand at Beginning of this Reporting Period	$0.00	
5c. Total Receipts	$0.00	$0.00
5d. Subtotal	$0.00	$0.00
6a. Total Debts and Obligations from Previous Committee		$0.00
6b. Total Disbursements	$0.00	$0.00
7. Cash on Hand at Close of Reporting Period	$0.00	$0.00

I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Print Name of Treasurer (or Candidate)

Signature of Treasurer or Candidate (if candidate campaign committee and treasurer unavailable) Date Signed

Generated by Campaign Finance Software Arizona 2004 (Version 6.0 Rel 0 Bld 11) Time 12/09/2003 11:23:53 Page 1

DETAILED SUMMARY PAGE

BEDROCKIANS FOR PROGRESS
JANUARY 31 REPORT
November 26,2002 to December 31,2003

ID#
1

RECEIPTS	THIS PERIOD	TO DATE
4a. Individuals - more than $25 (Total from Schedule A)	$0.00	$0.00
4b. Individuals - aggregate $25 or less (Total from Schedule A-1)	$0.00	$0.00
4c. Political Committees (Total from Schedule B)	$0.00	$0.00
4d. Subtotal Contributions [add 4a, 4b and 4c]	$0.00	$0.00
4e. Refund of contributions including refund of Clean Campaign Participating Funding (Total from Schedule F-2)	$0.00	$0.00
4f. Total Contributions Other than Loans and In-Kind [subtract 4e from 4d]	$0.00	$0.00
5a. Loans made or guaranteed by candidate (Total from Schedule C)	$0.00	$0.00
5b. All other loans.	$0.00	$0.00
5c. Total Loans [add 5a and 5b]	$0.00	$0.00
6. In-Kind contributions (Total from Schedule E)	$0.00	$0.00
7. Dividends, interest, and other forms of receipts	$0.00	$0.00
8. Total Receipts [add 4f, 5c, 6, and 7]	$0.00	$0.00

QUALIFYING CONTRIBUTION RECEIPTS		
Qualifying Contributions of $5 from Individuals	$0.00	$0.00

DISBURSEMENTS		
9. Expenditures for operating expenses (Total from Schedule D)	$0.00	$0.00
10. Independent Expenditures (Total from Schedule D-1)	$0.00	$0.00
11. Value of In-Kind expenditures (Total from Schedule E)	$0.00	$0.00
12. Loans made by reporting committee (Total from Schedule D-2)	$0.00	$0.00
13a. Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)	$0.00	$0.00
13b. Repayment of all other loans (Total from Schedule D-3)	$0.00	$0.00
13c. Total Loan Repayments [add 13a and 13b]	$0.00	$0.00
14. Transfers to other political committees (Total from Schedule D-6)	$0.00	$0.00
15. Any other disbursement (Total from Schedule D-7)	$0.00	$0.00
16. Subtotal disbursements [add 9,10,11,12,13c,14, and 15]	$0.00	$0.00
17. Rebates, refunds and other offsets to operating expenses (Total from Schedule D-3)	$0.00	$0.00
18. Total disbursements [subtract line 17 from line 16]	$0.00	$0.00
19. Total Outstanding Debts owed by Committee (Schedule F-3)	$0.00	$0.00

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Electronic Filing

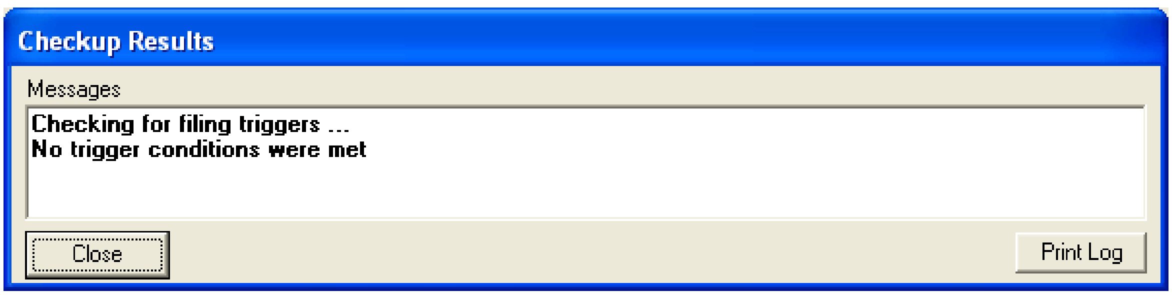
***NOTE: This section is only intended for committees required to file with the Secretary of State.**

All campaign finance reporting to the Secretary of State will be in electronic format, and no printed report need be specified or to accomplish this.

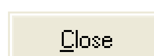
A.R.S. §16-913 outlines six reports that must be filed during an election cycle by all committees that report to the Secretary of State. Standing committees file four additional reports, for a total of 10. Candidate committees that do not participate in Clean Elections and any person who makes independent expenditures over the amount stated in A.R.S. §16-941 (D) (adjusted biennially by the Secretary of State) may file over 40 additional reports in the election cycle, as prescribed by A.R.S. §16-941 and §16-958. Consult these statutes or your attorney for further information regarding these reports and when to file them.

In the main window, click on ***Reports***, and ***Electronic Filing***.

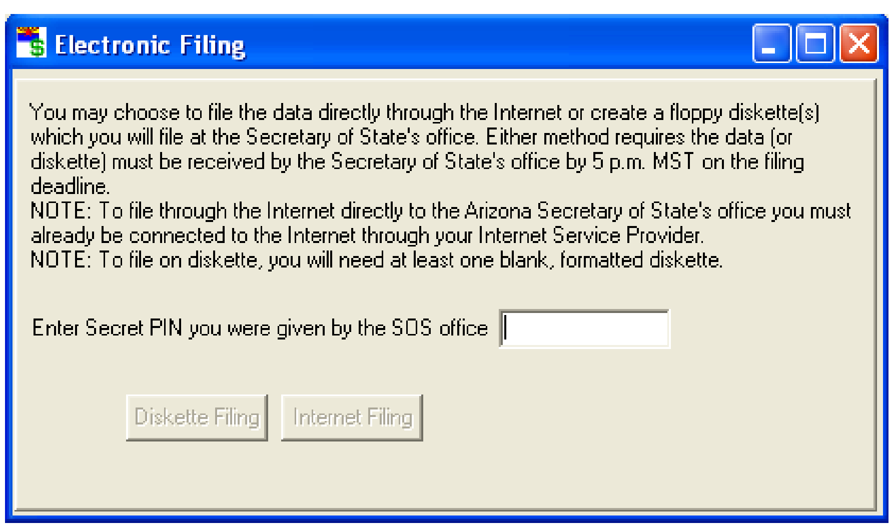
The ***Checkup Results*** window appears.



Click Close.



The ***Electronic Filing*** window appears.



Enter you PIN number in the space provided.

Diskette Filing

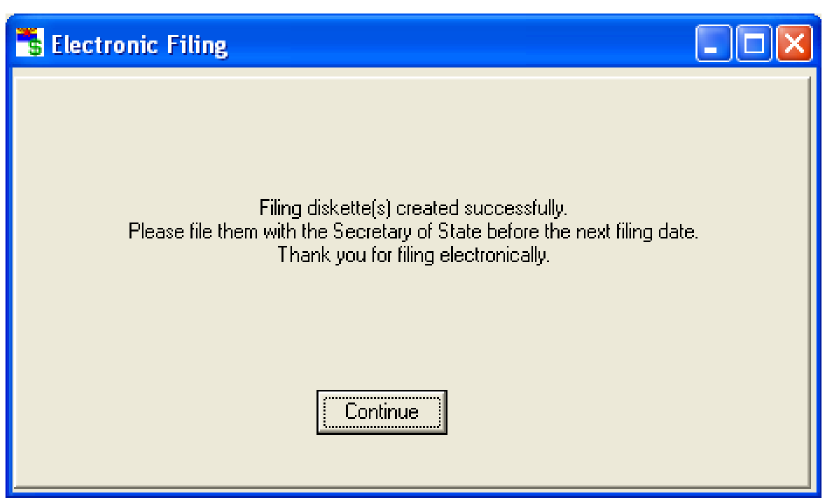
In the ***Electronic Filing*** window, click ***Diskette Filing***.

The ***Electronic Filing*** window changes.

Insert a blank floppy disk into your floppy drive.

Click ***Next***.

The Electronic Filing window presents an OK message.



Click Continue.

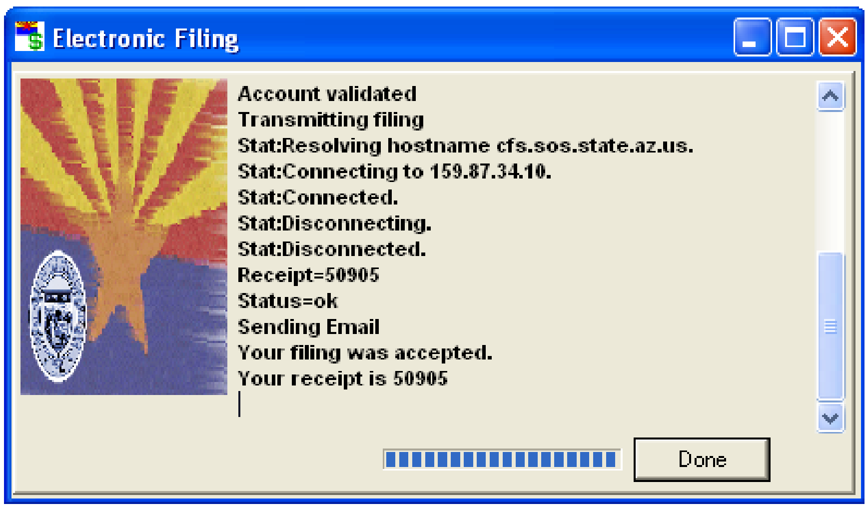
Bring or send the diskette to the office of the Secretary of State. Per A.R.S. §16-916, the date of filing is the date of actual receipt by the Secretary of State unless filed by *certified mail*. For filings made by *certified mail* with a United States mail postmark, the date of mailing constitutes the date of filing.

Internet Filing

Make sure that the computer is connected to the Internet.

In the ***Electronic Filing*** window, click on ***Internet Filing***.

An action log appears in the ***Electronic Filing*** window.



You should receive a receipt number on the last line. Write down this number for your records.

Click Done.

Entering Common Transactions

Recording Transactions According to Law

Arizona Revised Statute §16-904 outlines the duties of the committee treasurer and A.R.S. §16-915 defines the contents of campaign finance reports. These two laws provide the need and method of reporting the transactions found in this section. If you have questions about what transactions to report or why you should report a transaction, please refer to Title 16, Chapter 6 of the Arizona Revised Statutes, or consult your attorney. The office of the Secretary of State can refer you to these statutes, but cannot offer legal advice.

Entering Transactions For A Previous Period

You are attempting to enter data outside of the current period if you see this warning:

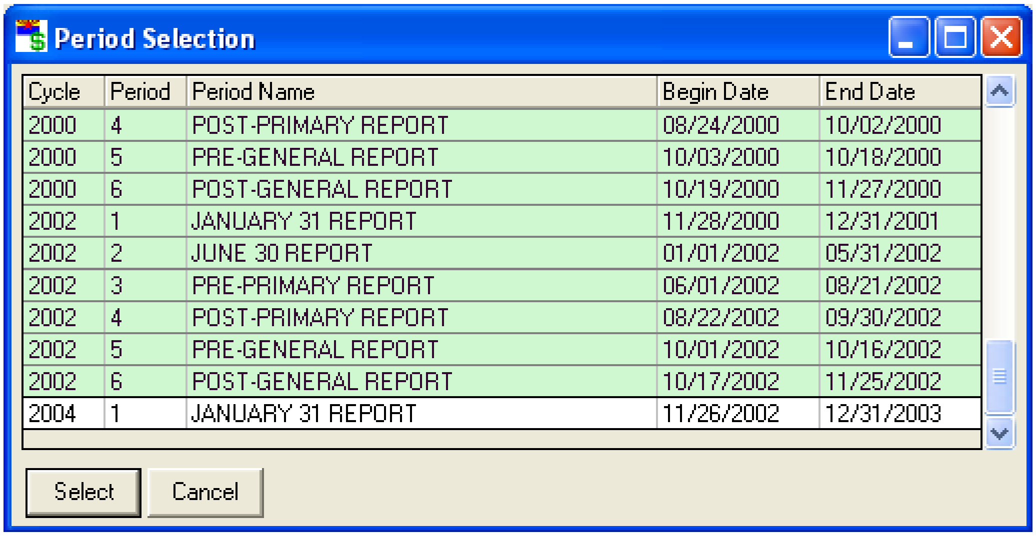
There are two ways to gain access to periods beyond the current period: one is to change the current period; the other is to turn off the period checking. See the section Entitled "Enabling and Disabling Warnings" in this manual for instruction on how to disable period checking.

Setting the Current Period

Sometimes committees will need to amend previous reports and enter transactions that were omitted or incorrectly entered in a previous filing period. Although this should be avoided whenever possible, it can be accomplished using the **Set Current Period** function.

Click on ***File*** in the main window. Click on ***Set Current Period***.

The Period Selection window appears. See below.



Cycle	Period	Period Name	Begin Date	End Date
2000	4	POST-PRIMARY REPORT	08/24/2000	10/02/2000
2000	5	PRE-GENERAL REPORT	10/03/2000	10/18/2000
2000	6	POST-GENERAL REPORT	10/19/2000	11/27/2000
2002	1	JANUARY 31 REPORT	11/28/2000	12/31/2001
2002	2	JUNE 30 REPORT	01/01/2002	05/31/2002
2002	3	PRE-PRIMARY REPORT	06/01/2002	08/21/2002
2002	4	POST-PRIMARY REPORT	08/22/2002	09/30/2002
2002	5	PRE-GENERAL REPORT	10/01/2002	10/16/2002
2002	6	POST-GENERAL REPORT	10/17/2002	11/25/2002
2004	1	JANUARY 31 REPORT	11/26/2002	12/31/2003

Double-click on the period of the transaction you wish to amend.

Add or amend the transaction.

Change back to the current period using the technique above.

If a report has already been filed for the period that you have changed, an amended report should be transmitted to the reporting office as quickly as possible.

Receiving Contributions

A Note About Receiving Contributions

There are limits to how much individuals or committees may contribute to a committee. See the contribution limit chart in this book or go to the Secretary of State web page at www.sos.state.az.us for updated contribution limits as defined by A.R.S. §16-905.

If a check is drawn on a joint account, the contributor is the person who signed the check. A.R.S. §16-904 (F) defines this, with the exception: “unless specified by the contributor(s) to the contrary”.

Enter the date that the contribution was received by the committee, not the date on the check.

Contributions From Individuals

Notes About Individual Contributions

If your committee is a ballot measure committee, all "single source" contributions as defined in A.R.S. §16-914.01 (E) will be entered here.

If a contributor donates $25 or less, and you think that they may contribute again later in this election cycle, record their contribution here. Use the "$25 or less contribution" when you know the contributor will only be contributing once. The cumulative total of contributions made by every individual must be recorded per A.R.S. §16-904(E), and the easy way to keep track of who has contributed how much is to record them as contributions from individuals.

If a married couple makes a contribution, make two entries. Ask what each person's share is of the contribution.

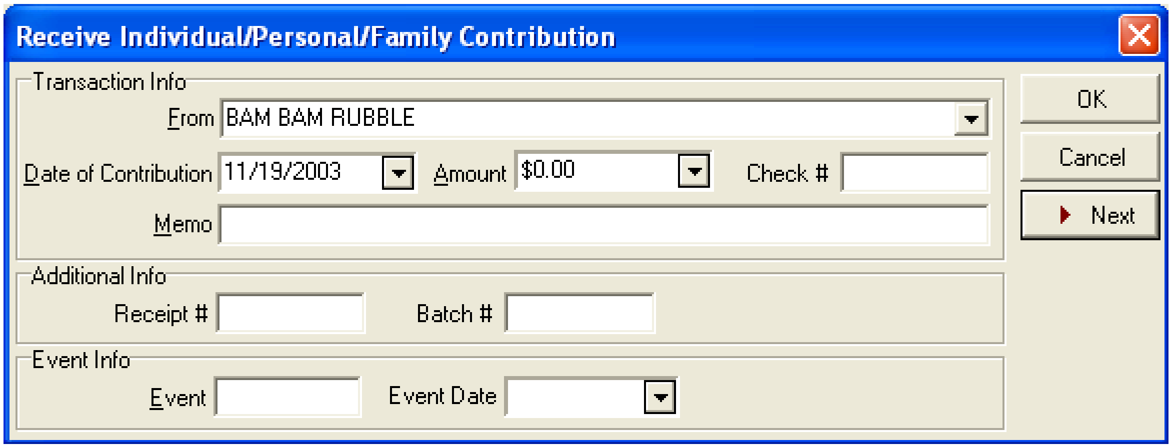
In the software, there is an internal account (account #210) for contributions from individuals and refunds of those contributions. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Recording Individual Contributions
Menu Path: Main Window>Transactions>Contributions>Individual>Receive

Information Recorded:	Individual Contributions more than $25 Contributions of $25 or less from individuals who may contribute again. Single source contributions (for ballot measure committees). Contributions by a candidate's family member. Contributions of a candidate's personal monies. Contributions from a married couple.

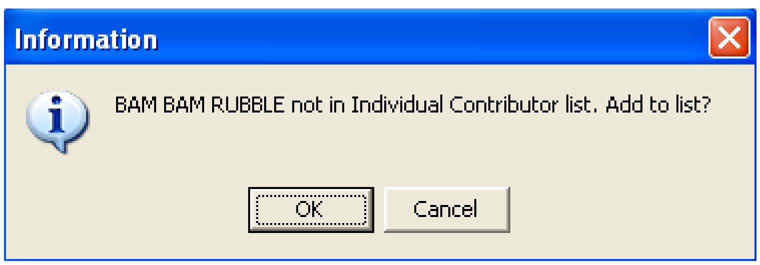
In the main window, click on ***Transactions***, ***Contributions***, ***Individual/Personal/Family Contribution***, and ***Receive***.

The Receive Individual/Personal/Family Contribution window appears.

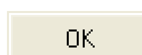


Enter in the contributor name or pick it from the pull-down list. 

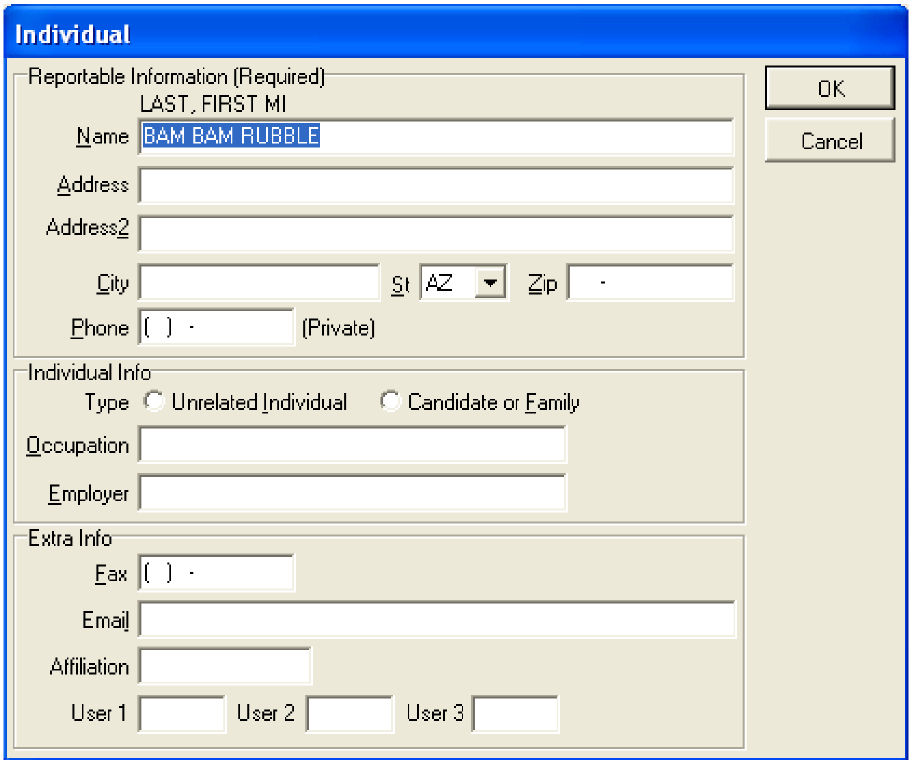
If this is a new contributor, a confirmation window appears to find out if you would like to add the individual to the list of contributors.



Click OK.



A window appears to record the individual's information pursuant to A.R.S. §16-915.



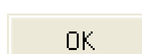
Fill out at least the required information, pressing the TAB key between fields.

If this is a contribution from a candidate or a family member, make sure to toggle the appropriate radio button.

Click on OK.

In the Receive Individual Contribution window, enter the date and the amount of the contribution, and any other information for that transaction.

Click OK.



Contributions From Committees

Notes About Committee Contributions

A.R.S. §16-905 (H) mandates that candidate committees and exploratory committees may not make contributions to other candidate or exploratory committees.

There are two different contribution limits for two distinct types of committees. A committee that is commonly referred to as a "PAC" (Political Action Committee) is actually a non-candidate committee, as defined in statute and gives at the lower limit. A "Super PAC" is a PAC certified by the Secretary of State to give at the upper limit. See A.R.S. §16-905 (A) and §16-905 (B) for contribution limits, keeping in mind that the Secretary of State adjusts these limits biennially.

The requirements needed by a committee to be a Super PAC are listed in §16-905 (I). Copies of a Super PAC's certification from the Secretary of State must accompany any contributions from those committees.

In the software, there is an internal account (account #220) for contributions from committees and refunds of those contributions. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Recording Committee Contributions

Menu Path: Main Window>Transactions>Contributions>Committee>Receive

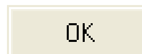
In the main window, click on ***Transactions***, ***Contributions***, ***Committee***, and ***Receive***.

The Receive Political Committee Contribution window appears.

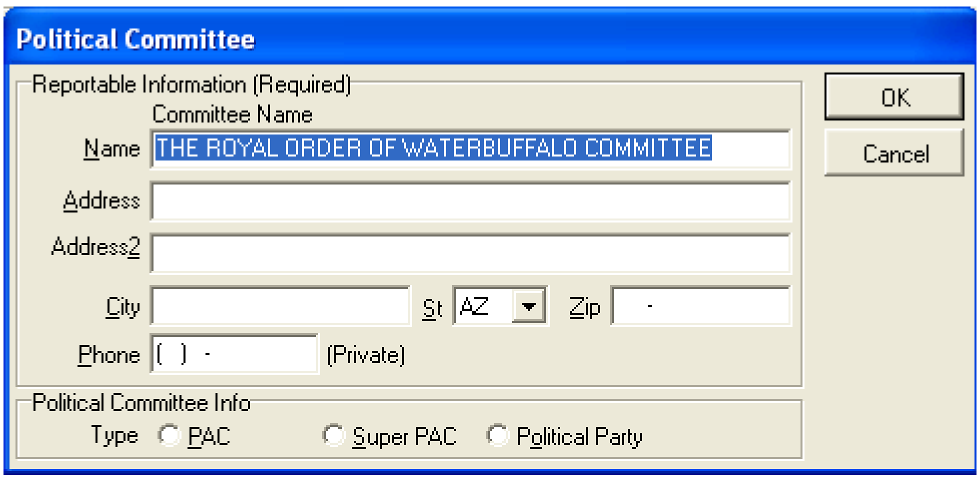
Enter in the contributor name or pick it from the pull-down list. 

If this is a new contributor, a confirmation window appears to find out if you would like to add the committee to the list of contributors.

Click OK.



A window appears to record the committee's information pursuant to A.R.S. §16-915.

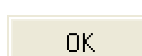


Fill out at least the required information, pressing the TAB key between fields.

Click on OK.

In the Receive Political Committee Contribution window, enter the date and the amount of the contribution, and any other information for that transaction. If this is a contribution of the candidate's personal monies, which includes family contributions, notate this in the Memo box

Click OK.



Small (Aggregate) Contributions (Of $25 Or Less)

A Note About Small Contributions

If a committee is to receive small contributions from several individuals, the total sum of contributions from all of the individuals can be recorded here. Examples of this would be entering the total revenue from a fundraising dinner or a T-shirt sale where the cost of the items or service is $25 or less. When using this function, it is important to document the transaction in the memo line so that the committee can explain the contributions if asked to do so. For example, the committee may note "100 T-shirts @ $15.00 per shirt".

A.R.S. §16-904(E) 2 mandates that the treasurer of a committee must keep identification records for all contributors, no matter how small the contribution. For small contributions, this is usually done with a 2-part receipt book or a separate journal. Keep in mind that these records, although not reported to the reporting office with period reports, may be requested at any time.

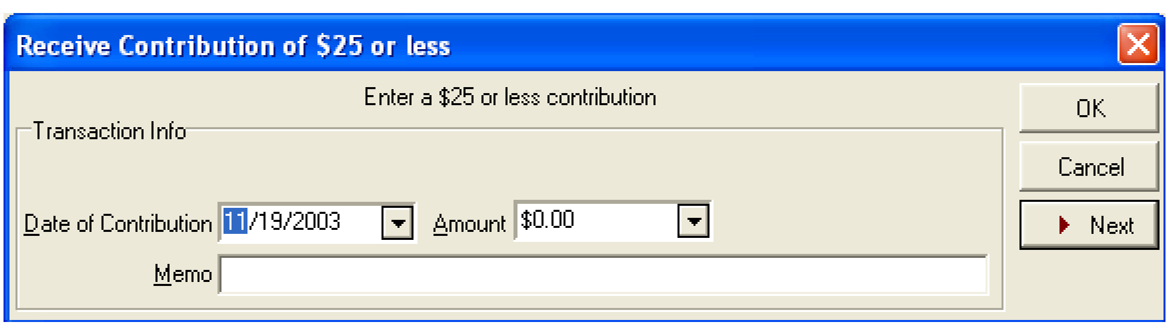
This function is used to record contributions of $25 or less from contributors whose cumulative contributions are $25 or less. If a contributor will contribute to a committee on more than one occasion, these contributions should be recorded as *Contributions from Individuals* or *Contributions from Committees*, not small contributions. This is an easier way for the committee to ensure that the aggregate sum of contributions received from that contributor has not exceeded the $25 limit. Cumulative reporting is required for contributions.

In the software, there is an internal account (account #200) for contributions of $25 or less. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Recording Small Contributions

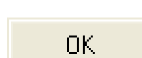
In the main window, click on ***Transactions***, ***Contributions***, and ***Small (Aggregate $25 or less)***

The ***Receive Contributions of $25 or Less*** window appears.



Enter the date the contribution was received, the aggregate amount of the contribution, and any remarks, pressing the TAB key between fields.

Click ***OK***.



In-Kind Contributions

A Note About In-Kind Contributions and Expenditures

Pursuant to A.R.S. §16-901 (15), "In-kind contribution" means a contribution of goods or services or anything of value and not a monetary contribution. In-kind contributions must be reported at the fair market value, or the amount that the general public would pay for the same goods or services.

Contribution limits as described in §16-905 apply to in-kind contributions. Keep in mind that the Secretary of State adjusts the limits and levels in this statute biennially. Consult the Campaign Finance Web page at www.sos.state.az.us/cfs for current limits; see the office of the Secretary of State for a paper copy of the limits.

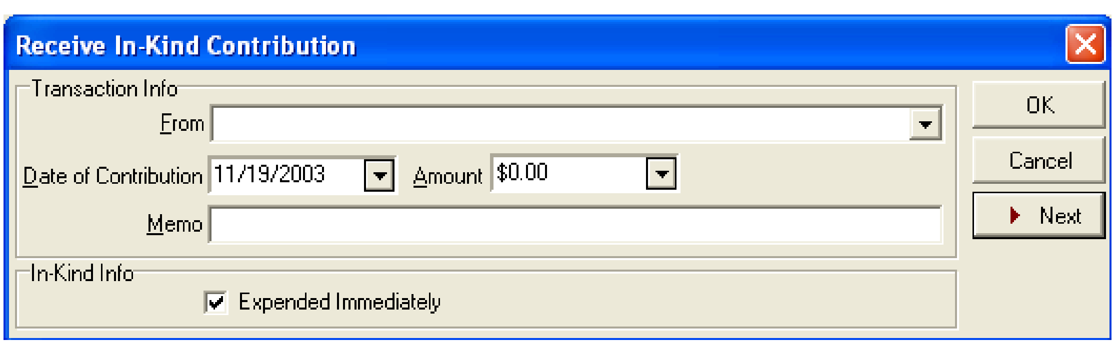
In the software, there is an internal account (account #500) for in-kind contributions. This account holds all of the in-kind contributions received in the current election cycle. There is a sister account (account #510) that holds all the expenditures of in-kind contributions.

Receiving an in-kind contribution is actually a two-part process: First the contribution is received, and then it is expended. It may be expended as soon as it is received (e.g.: limousine ride during current reporting period), or it may be expended in part or in whole in some upcoming reporting period (e.g.: a contributor gives something that cannot be used until the next reporting period). Either way, there are at least two separate entries to be made: One for the contribution in account #500, and one or more for the expenditure in account #510. Both of these entries can be made at the same time by checking the box in the ***Receive In-Kind Contribution*** window that says ***Expend Immediately***. To find out how to expend an in-kind contribution at some point in the future, see the section titled ***Expending In-Kind Contributions***.

Recording In-Kind Contributions

In the main window, click on ***Transactions***, ***Contributions***, and ***In-Kind***.

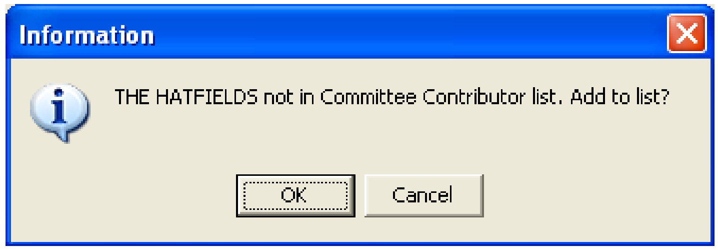
The ***Receive In-Kind Contribution*** window appears.



If it is not a new contributor, select the contributor name from the list by clicking the pull-down arrow at the ***From*** box. Otherwise, add the contributor:

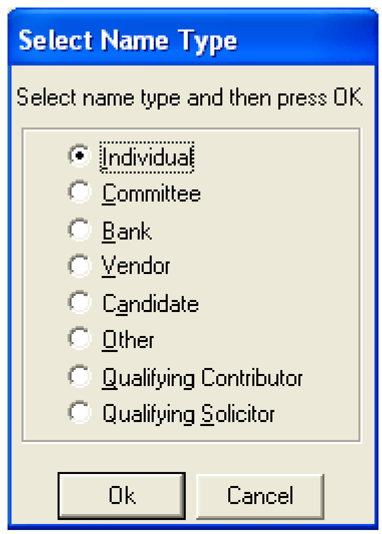
Type the contributor name in the ***From*** box.

An Information window appears asking if you would like to add the contributor to a list.



Click OK.

The ***Select Name Type*** Window appears.



Click the radio button  next to the type of contributor.

Click Ok.

The appropriate window will appear so that identification information can be entered for that entity. For example, if you select *individual* in the ***Select Name Type*** window, the ***Individual*** window will appear.

Fill out the boxes in the window, pressing the TAB key between fields.

Click OK.

The contributor is now added to the appropriate list, and the ***Receive In-Kind Contribution*** window is once again active.

Finish filling in the ***Receive In-Kind Contribution*** window, pressing the TAB key between fields.

If you wish for an entry to be made to the in-kind expenditures account at the same time, make sure the ***Expend Immediately*** check box is checked.

Click OK.

Qualifying Contributions

A Note About Qualifying Contributions

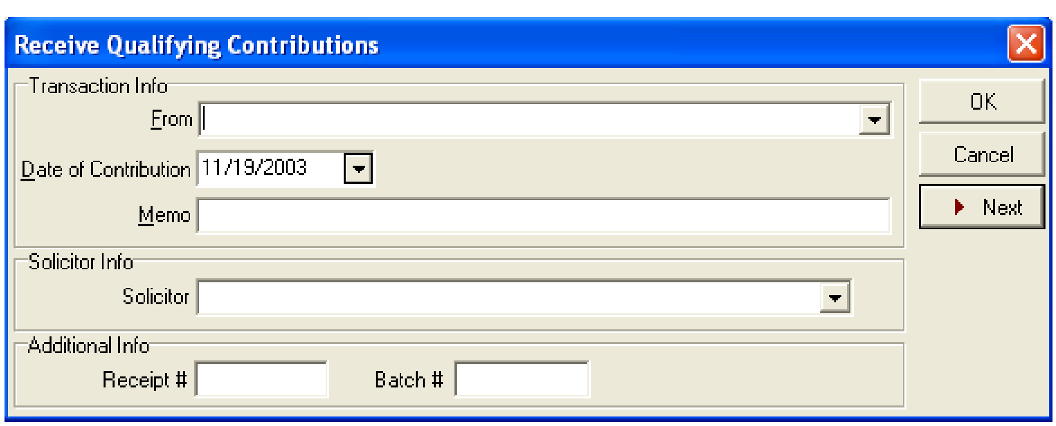
Qualifying contributions are not grouped with any other contributions, because they cannot be spent by the committee like other contributions. They are merely monies that are held by the committee until they are transferred, all at once, to the Secretary of State to be placed in the CCEC fund. They are not a part of receipts or disbursements on the period report.
In the software, there is an internal account (account #800) for qualifying contributions. This account holds the total of all qualifying contributions received in the current election cycle. As the account increases, so does the qualifying contribution holding account (account #820). The qualifying contribution distributions account (account #810) holds the total of qualifying contribution monies that have been transferred to the CCEC. Entries to these three accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Recording Qualifying Contributions

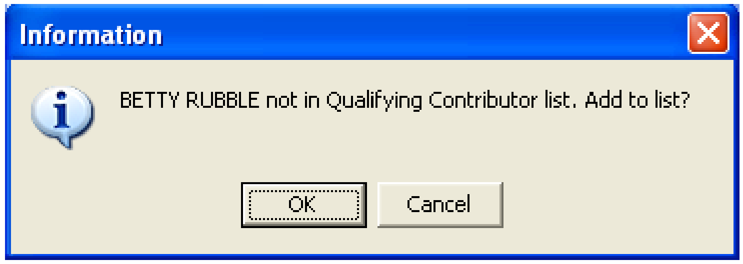
Menu Path: Main Window>Transactions>Contributions>Qualifying Contributions>Receive

In the Main Window, click on ***Transactions***, ***Contributions***, ***Qualifying Contributions***, ***Receive***.

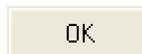
The Receive Qualifying Contribution window appears.



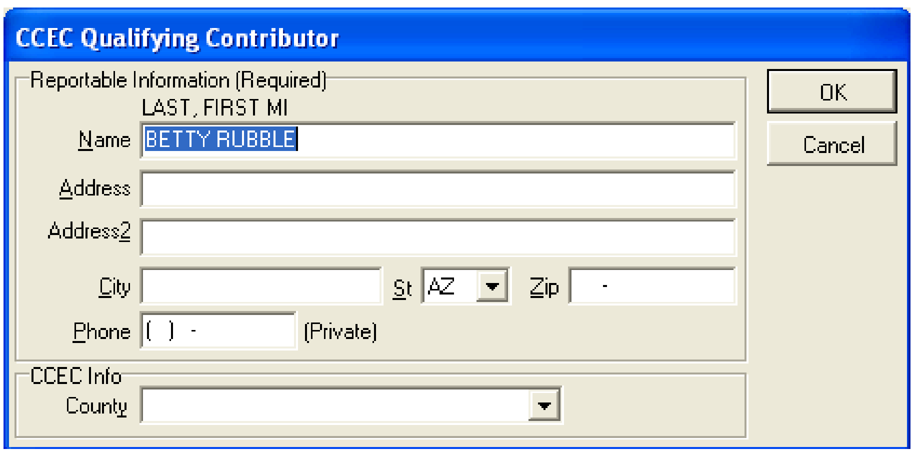
Enter in the contributor name. Since this is a new contributor, a confirmation window appears to find out if you would like to add the individual to the list of contributors.



Click OK.



A window appears to record the individual's information.



Fill out the form, pressing the TAB key between fields.

Click ***OK***.

Printing $5 Qualifying Contributions List

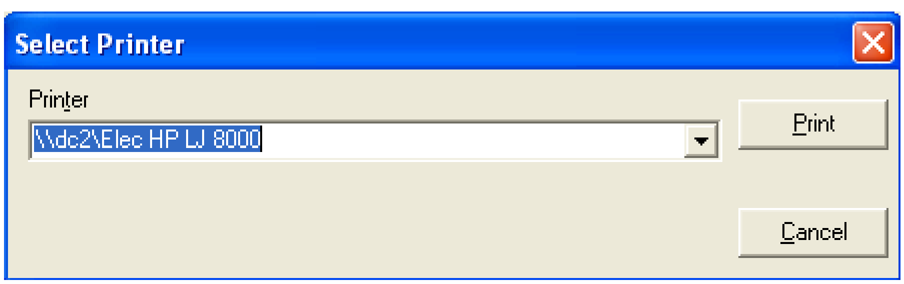
Applicable laws:

A.R.S. §16-946 [Qualifying contributions](#)
A.R.S. §16-950 [Qualification for clean campaign funding](#)

Menu Path: Main Window>Reports>Citizens Clean Elections>Application to Receive Participating Funds and $5 Qualifying Contribution List

After the data entry for the $5 Qualifying Contributions has been completed, you will need to generate a list. The list can be generated by clicking on ***Reports, Citizens Clean Elections, Application to Receive Participating Funds and $5 Qualifying Contribution List*** menu option.

Verify the correct printer is selected and click the Print button.



After you click the print button, the selected printer will print a <u>completed</u> application to Receive Participating Funds and $5 Qualifying Contribution List. This report will include the application and the *required* list of $5 Qualifying Contributions sorted by County.

STATE OF ARIZONA
PARTICIPATING CANIDATE'S APPLICATION TO RECEIVE FUNDS AND QUALIFYING CONTRIBUTIONS REPORT

Pursuant to A.R.S. 16-950

ID#
2004-93001

CANDIDATE BATMAN	OFFICE SOUGHT State Senator - District No. 1

ADDRESS
1717 W BATCAVE DRIVE, GOTHAM, AZ 00000

COUNTY OF RESIDENCE	PARTY

CANDIDATE TELEPHONE # (555) 555-5555	CANDIDATE FAX #	CANDIDATE EMAIL ADDRESS mturner@sos.state.az.us

NAME OF POLITICAL COMMITTEE
BATMAN FOR GOTHAM SENATE

ADDRESS (NUMBER & STREET)
1111 N MAIN STREET, GOTHAM, AZ 00000

MAILING ADDRESS
1111 N MAIN STREET, GOTHAM, AZ 00

COMMITEE TELEPHONE # (555) 555-5555	COMMITEE FAX #	...EE ... A...RESS ...@sos.state.az.us

NAME OF DESIGNATED INDIVIDUAL WITH AUTHORITY TO WIT... FU...S (IF APPLICABLE) (A.R.S. 16-948)

DESIGNATED INDIVIDUAL'S ADDRESS

DESIGNATED INDIVIDUAL'S PHONE #	DI'S FAX #	DI's EMAIL ADDRESS

REALLOCATION OPTION: A participating candidate for legislature in a one-party dominant legislative district who is qualified for the party primary election of the dominant party may elect to reallocate a portion of the funds from the general election period to the primary election period (A.R.S. 16-952(D)). If you believe that you are eligible and you wish to choose this option, please place a "YES" in the box to the right. ☐

A. ☐ The Candidate is proceeding as an independent.

B. ☐ The Candidate is applying to qualify for funding for a party primary of a political organization entitled to continued representation on the official ballot as prescribed in A.R.S. 16-804.

C. ☐ The Candidate is applying to qualify for funding for a general election as a party's nominee of a political organization entitled to continued representation on the official ballot as prescribed in A.R.S. 16-804.

Number of non-duplicative qualifying contributions received (attached list sorted by county) (A.R.S.16-950(B)):	9
Number of original qualifying contributions reporting slips attached (see A.R.S.16-950(B) and A.R.S. 16-905(C)):	
Sum of qualifying contributions collected (Candidate or Committee's check or money order for an amount equal to the sum of qualifying contributions is attached)(A.R.S. 16-950(B)):	$45.00

I certify that this Application to Receive Funds and Qualifying Contributions Report, and accompanying materials to this statement, are true and complete to the best of my knowledge and belief.

Date: ____________________ D/I's or Candidate's Signature : ____

Qualifying Contributions of $5 - From Individuals *

SCHEDULE A-2

BATMAN FOR GOTHAM SENATE
November 26, 2002 to November 22, 2004

ID# **200493001**

Name, Address, County, Solicitor and Receipt				Date
CITIZEN 1 1010 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Coconino	02/06/2004 $5 Contribution
CITIZEN 2 1011 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Coconino	02/06/2004 $5 Contribution
CITIZEN 3 1012 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Coconino	02/06/2004 $5 Contribution
Coconino	TOTAL COLLECTED:	$15.00		
CITIZEN 4 1013 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Maricopa	02/06/2004 $5 Contribution
CITIZEN 5 1014 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Maricopa	02/06/2004 $5 Contribution
CITIZEN 6 1015 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Maricopa	02/06/2004 $5 Contribution
Maricopa	TOTAL COLLECTED:	$15.00		
CITIZEN 7 1016 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Yavapai	02/06/2004 $5 Contribution
CITIZEN 8 1017 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Yavapai	02/06/2004 $5 Contribution
CITIZEN 9 1018 GOTHAM STREET, GOTHAM, AZ 00000 Solicitor: BATMAN			Yavapai	02/06/2004 $5 Contribution
Yavapai	TOTAL COLLECTED:	$15.00		
	TOTAL COLLECTED:	$45.00		

Clean Campaign Participating Funding

A Note About Participating Funding

Participating funding is considered a contribution from the CCEC, and appears on the period reports on Schedule A (contributions from individuals).

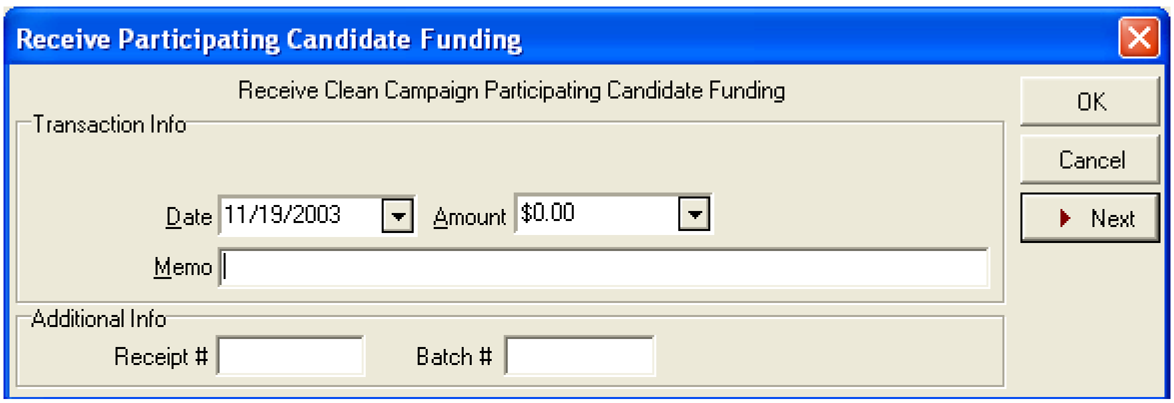
In the software, there is an internal account (account #250) for participating candidate funding. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this

Recording Participating Funding

Menu Path: Main Window>Transactions>Contributions>Participating Funding>Receive

In the Main Window, click on ***Transactions***, ***Contributions***, ***Participating Funding***, ***Receive***.

The Receive Participating Candidate Funding window appears.



Enter the transaction information and click OK.

Receipts Other Than Contributions

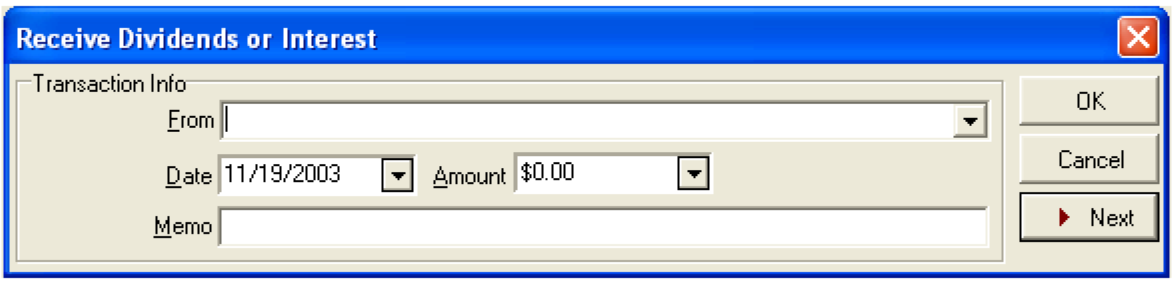
Receipts in this section appear on line 7 of the Detailed Summary Page of the campaign finance report.

Receiving Interest And Dividends

This is where to receive interest or dividends on the committee account. An entry using this function will increase the Committee Equity account (account #100) and the Interest and Dividends account (account #230). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

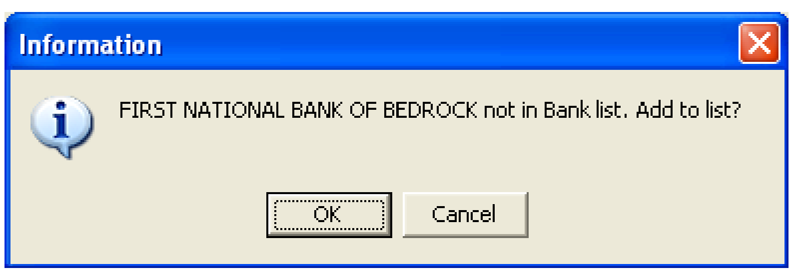
In the Main Window, click on ***Transactions*** and ***Interest.***

The ***Receive Dividends or Interest*** window appears.

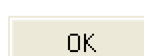


If the bank is already in the names list, click the pull-down arrow  and select the name of the bank from the pull-down list by clicking on it.

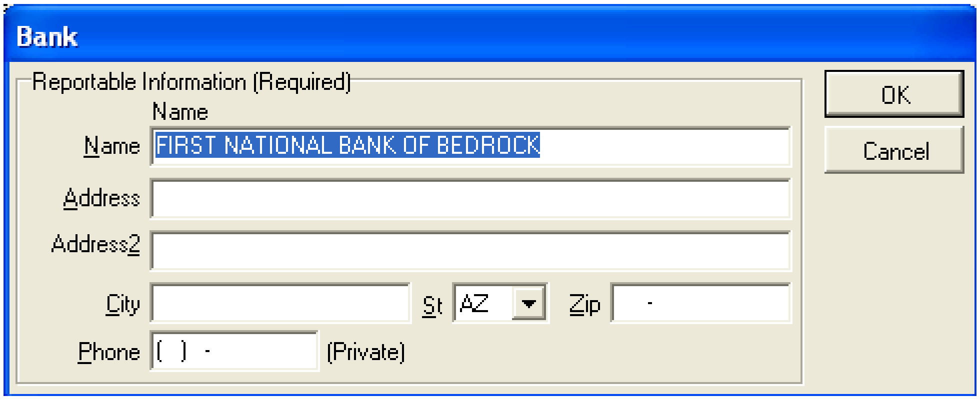
If the bank is not in the names list, enter their name in the ***From*** box. An ***Information*** window appears.



Click ***OK***.



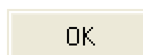
The ***Bank*** window appears.



Fill out the information regarding your bank, pressing the TAB key between fields.

Click OK

Back in the ***Receive Dividends or Interest*** window, enter in the date and amount of the transaction, and click ***OK***.

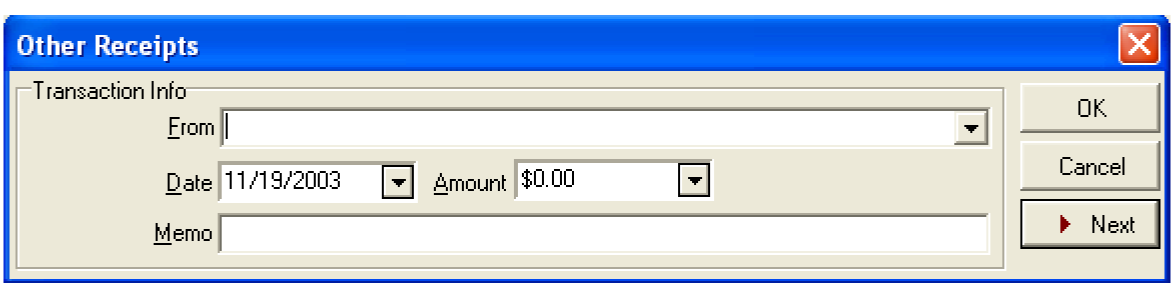


Other Receipts

This function records any receipts that are not contributions and are not interest. These transactions increase the ***Other Receipts*** account (account #240) and the ***Committee Equity*** account (account #100). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

In the Main Window, click on ***Transactions***, ***Other***, and ***Receipts.***

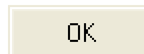
The ***Other Receipts*** window appears.



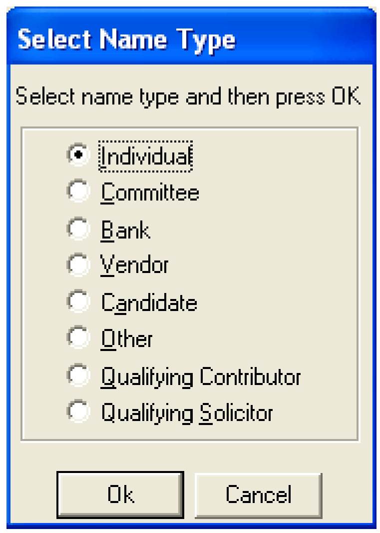
If the contribution is received from an entity that is already in the names list, click the pull-down arrow  and select the name of the giver from the pull-down list by clicking on it.

If the giver is not in the names list, enter their name in the ***From*** box. An ***Information*** window appears.

Click ***OK***.



The ***Select Name Type*** window appears.



Select the type of entity for the giver by clicking on the radio button next to it. 

Click ***Ok***.

The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the ***Individual*** window will appear.

Fill out the form, pressing the TAB key between fields.

Click ***OK***.

Back in the ***Other Receipts*** window, enter the date, amount, and description of the receipt, pressing the TAB key between fields.

Refunding Contributions

Applicable Laws: A.R.S. §16-905 (All)

A Note About Refunding Contributions

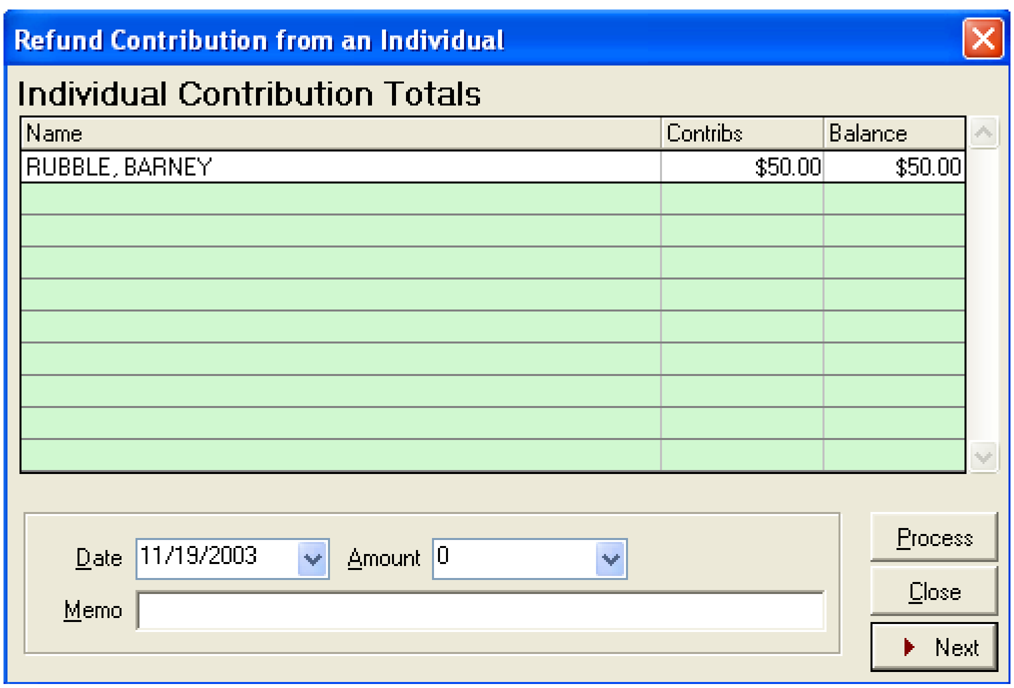
If a committee receives a non-acceptable contribution from an entity, they should immediately refund the contribution (or the part of it that causes it to be non-acceptable).
Refunds are stored in the same accounts as their corresponding contributions. They can be viewed and edited. See the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Refunds To Individuals

Menu Path: Main Window>Transactions>Contributions>Individual>Refund

In the main window, click on ***Transactions***, ***Contributions***, ***Individual/Personal/Family Contribution***, and ***Refund***.

The Refund Contribution from an Individual window appears.



Select the contribution that is to be refunded by clicking on it.

Enter the date, amount, and reason for the refund (in the Memo field).

Click ***Process***.

Refunds To Committees

Notes About Refunding Committee Contributions

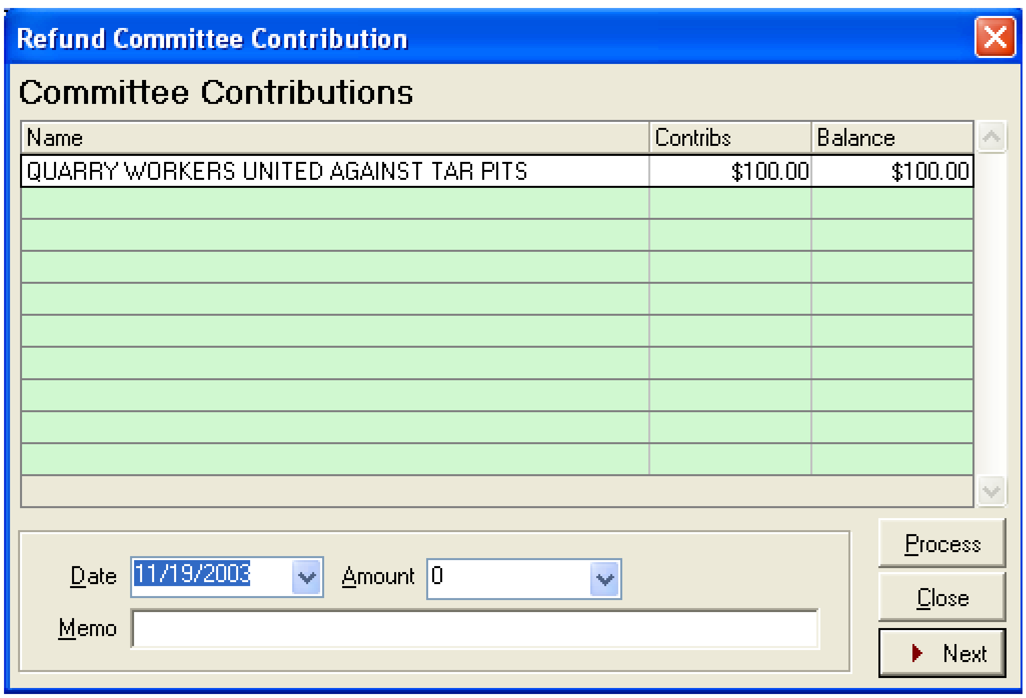
In the software, refunds of committee contributions are stored in the same internal account (account #220) as contributions from committees. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Recording Refunds To Committees

Menu Path: Main Window>Transactions>Contributions>Committee>Refund

In the main window, click on ***Transactions***, ***Contributions***, ***Committee***, and ***Refund***.

The Refund Committee Contribution window appears.



Select the contribution that is to be refunded by clicking on it.

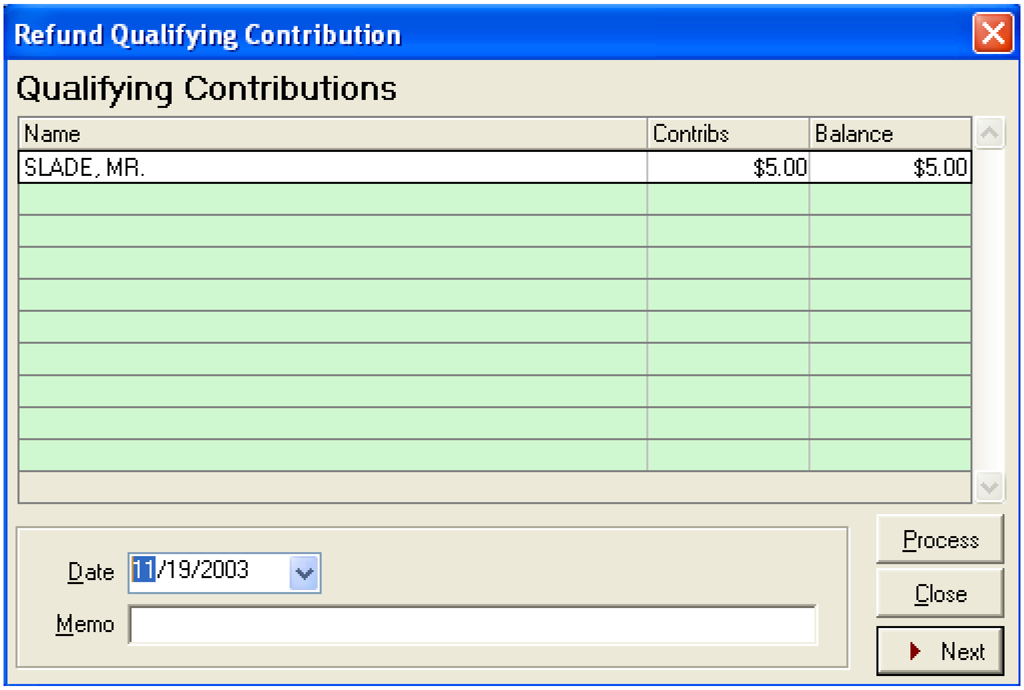
Enter the date, amount, and reason for the refund (in the Memo field).

Click ***Process***.

Refunding Qualifying Contributions

Menu Path: Main Window>Transactions>Contributions>Qualifying Contributions>Refund

In the Main Window, click on ***Transactions***, ***Contributions***, ***Qualifying Contributions***, ***Refund***.



Select the contribution that is to be refunded by clicking on it.

Enter the date, amount, and reason for the refund (in the Memo field).

Click ***Process***.

Expenses, Payments, and Credits

When a committee purchases goods or services, an expense is incurred. When expenses are incurred, the ***Operating Expenses*** account (account #700) increases. If the expense is paid for at the time it is incurred, the ***Committee Equity*** account (account #100) also decreases. If the goods or services are purchased on credit, the Accounts Payable account (account #400) increases instead.

Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Paying For An Expense As It Is Incurred (Write Check/Make Expenditure)

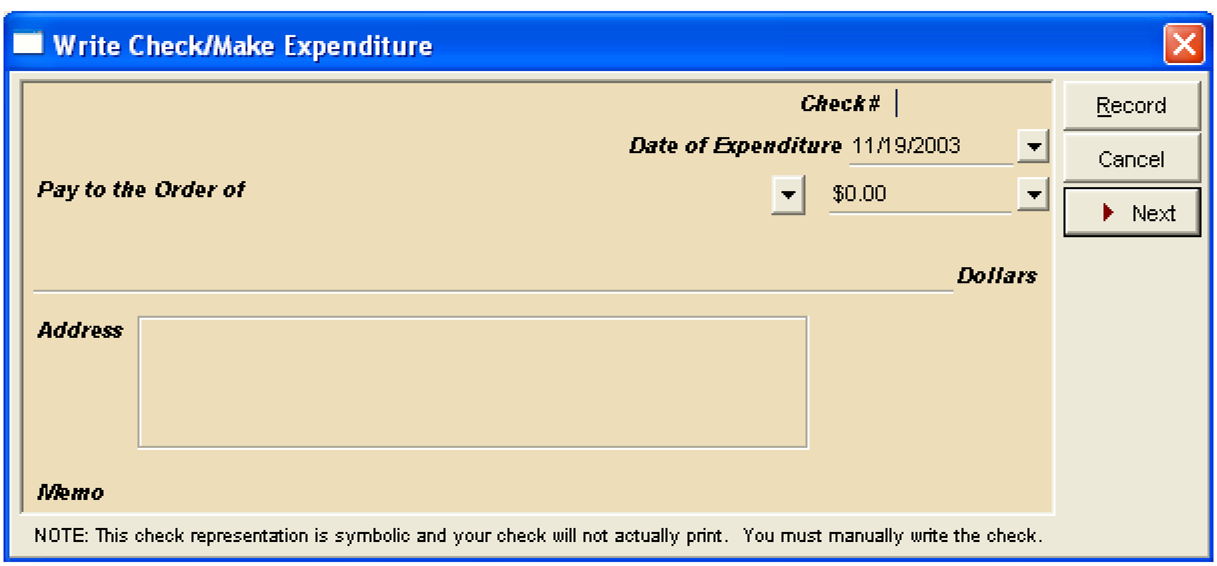
To record an expense and debit the committee equity account at the same time, use the ***Write Check/Make Expenditure*** function. This function is only used to record payments made when goods and services are received, not to pay on bills for goods and services that have been received on credit and previously recorded with the ***Enter Bills*** function.

This function increases the Operating Expenses account (account #700) and reduces the Committee Equity account (account #100) at the same time.

If you pay for goods or services with cash, you can still use this function to record the transaction. In this case, do not enter a check number.

In the Main Window, click on ***Transactions***, ***Expenses***, and ***Write Check/Make Expenditure***.

The ***Write Check/Make Expenditure*** window appears



If you wish to record a check number, click to the right of where it reads "check #" and type it in.

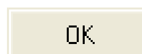
Click to the right of where it reads "Date" and enter the date.

If this payment is going to an existing vendor, click the pull down arrow  in the “Pay to the Order of” box and select a vendor by clicking on it.

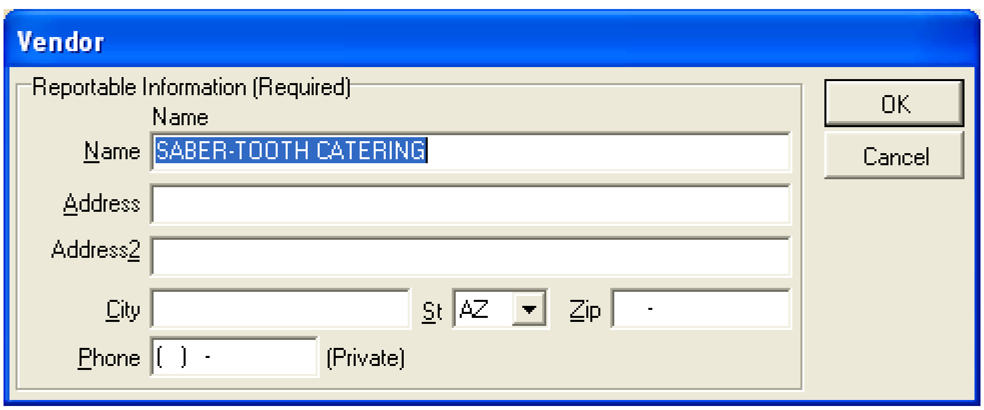
If this payment is going to a new vendor, type in the vendor name.

An information window appears if this is a new vendor.

Click ***OK***.



A Vendor information window appears.



Fill out the required information and click OK.

In the Write Check/Make Expenditure window, click on the Amount box.

Enter the amount of the expense.

Click to the right of where it reads “Memo” and enter a description of the expense.

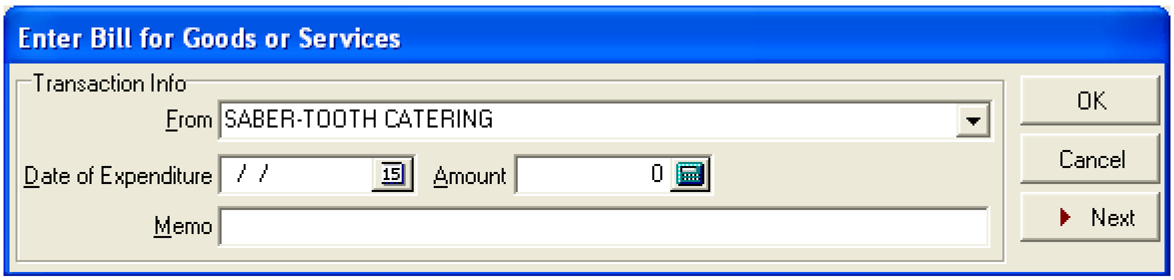
Click ***Record***.

Recording Bills

This function is only used to record expenses made on credit. It increases the Operating Expenses account (account #700) and Accounts Payable (account #400) at the same time.

In the Main Window, click on ***Transactions***, ***Expenses***, and ***Enter Bills***.

The ***Enter Bills for Goods or Services*** window appears

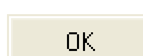


If this payment is going to an existing vendor, click the pull down arrow  in the "From" box and select a vendor by clicking on it.

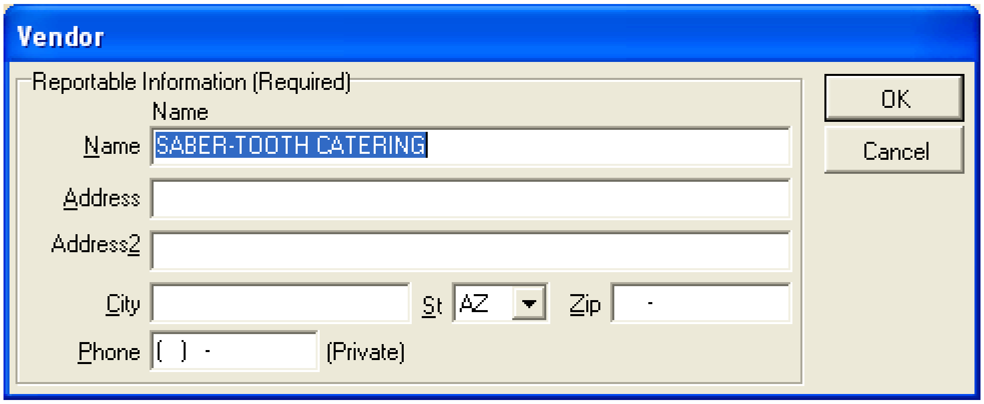
If this payment is going to a new vendor, type in the vendor name.

An information window appears if this is a new vendor.

Click ***OK***.



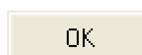
A Vendor information window appears.



Fill out the required information and click ***OK***.

In the ***Enter Bills for Goods or Services*** window, enter the date, bill amount, and a description of the goods or service purchased, pressing the TAB key between fields.

Press OK.

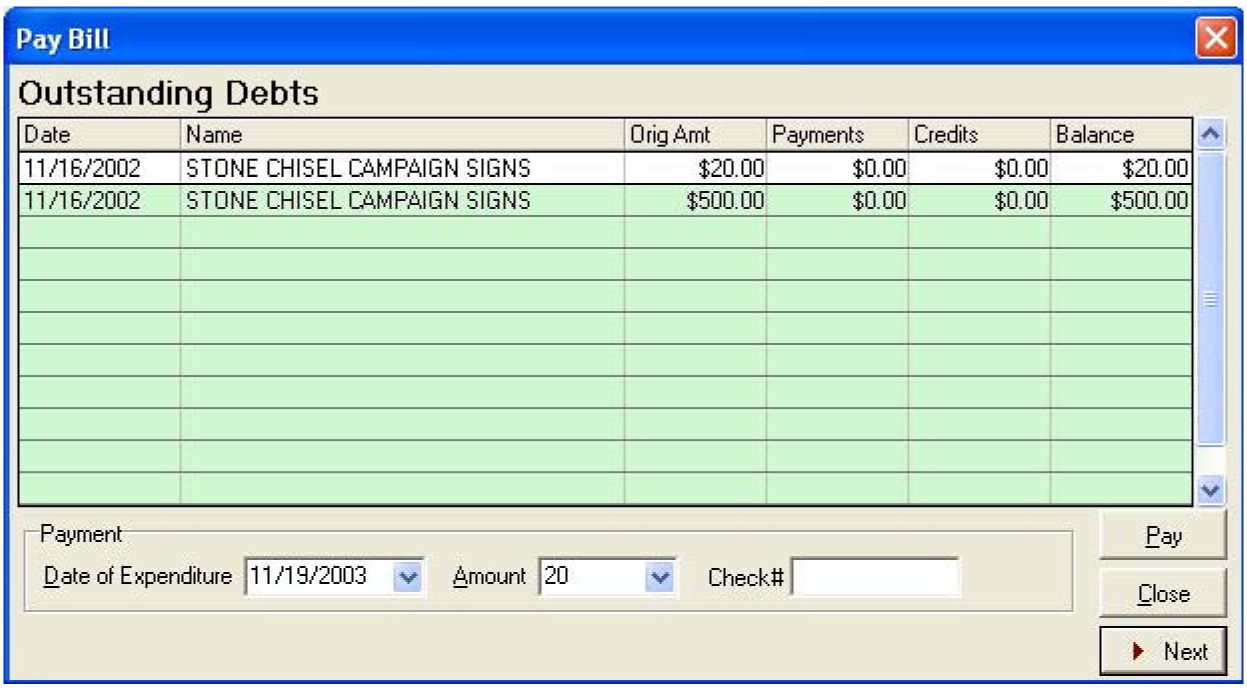


Paying Bills

This function is used to record payments against bills recorded in the ***Enter Bills*** function. It reduces Accounts Payable (account #400) and the Committee Equity account (account #100) at the same time.

In the Main Window, click on ***Transactions***, ***Expenses***, and ***Pay Bill***.

The ***Pay Bill*** window appears.



Highlight the debt you wish to pay on by clicking on it.

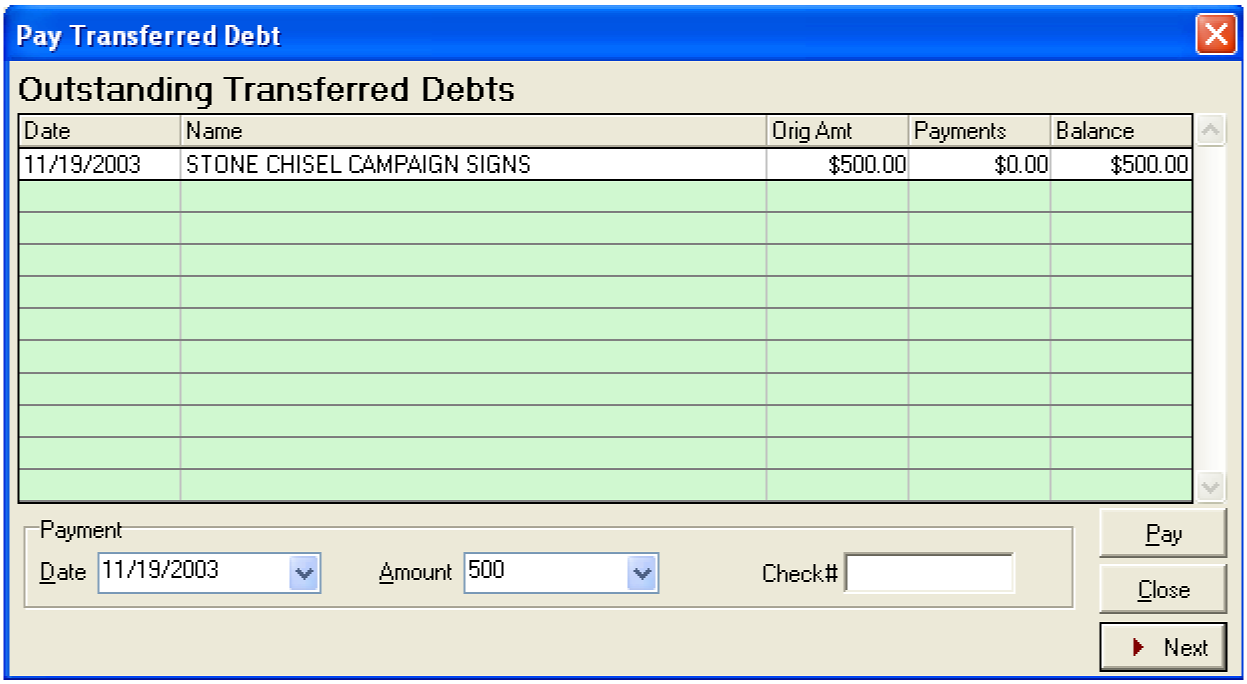
Enter the date, amount, and check number (if any), pressing the TAB key between fields.

Click ***Pay***.

Paying On Debts From The Previous Committee

In the Main Window, click on ***Transactions***, ***Previous Committee***, and ***Pay on previous debt(s).***

The ***Pay Transferred Debt*** window appears.



Highlight the debt you wish to pay on by clicking on it.

Enter the date and amount of the payment, and the check number if desired.

Click ***Pay***.

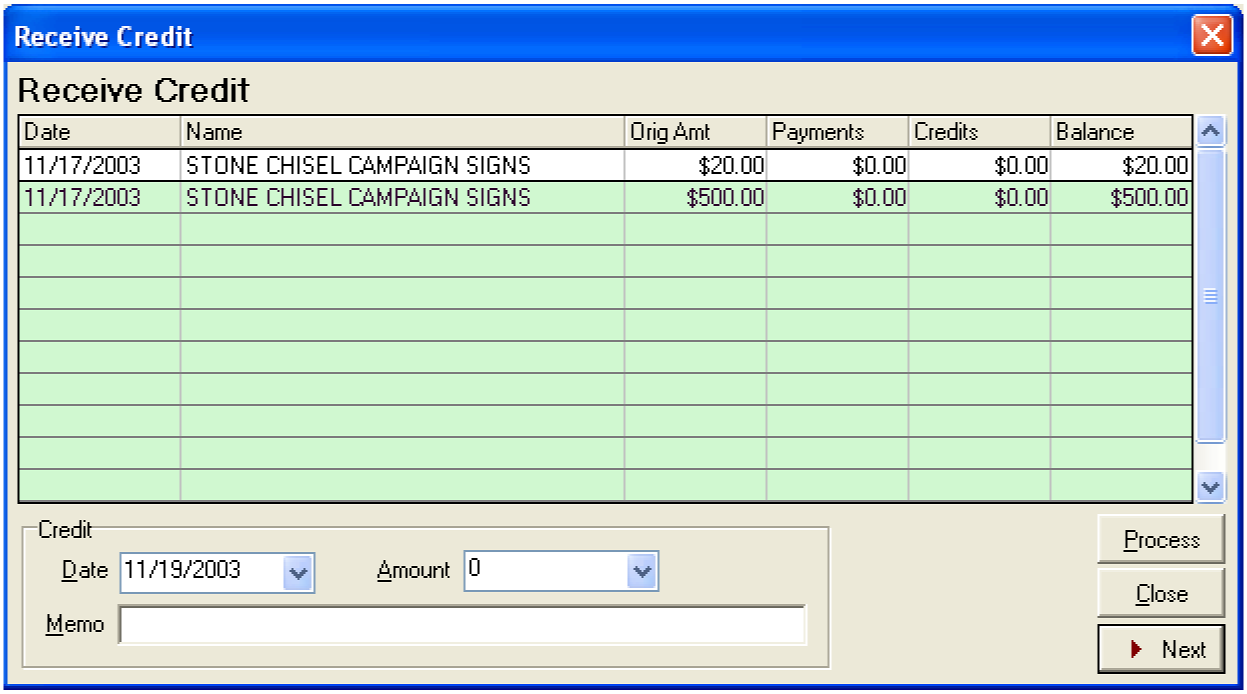
Receiving Credit From A Vendor

If a credit note is issued from a vendor before the original bill from that vendor is paid, it is entered here. This is for credits issued for overcharges or contract revisions or other reasons that are not intended for just this particular committee. Credits that are "special treatment" for this committee should be recorded as in-kind contributions.

This function decreases Accounts Payable (account #400) and Operating Expenses (account #700).

In the Main Window, click on ***Transactions***, ***Expenses***, and ***Receive Credit from vendor***.

The ***Receive Credit*** window appears.



Highlight the bill you wish to apply the credit to by clicking on it.

Enter the date, the amount and the reason for the credit, pressing the TAB key between fields.

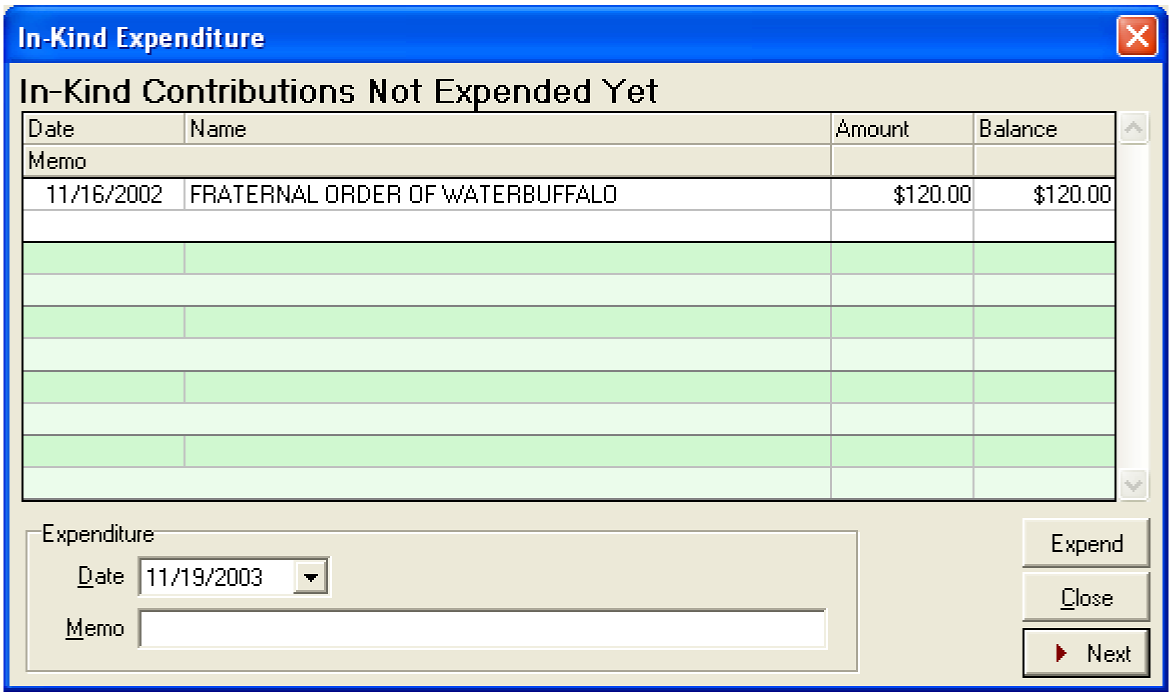
Click ***Process***.

Expending In-Kind Contributions

Some in-kind contributions are expended as soon as they are received. See the section titled ***In-Kind Contributions*** for instruction regarding these transactions. To record the use of in-kind contributions that were not expended immediately, do this:

In the main window, click on ***Transactions***, ***Expenses***, and ***In-Kind Expenditure***.

The ***In-Kind Contributions Not Expended Yet*** window appears.



Highlight the in-kind contribution you wish to expend by clicking on it.

Enter the date that the goods or services are expended.

Click ***Expend***.

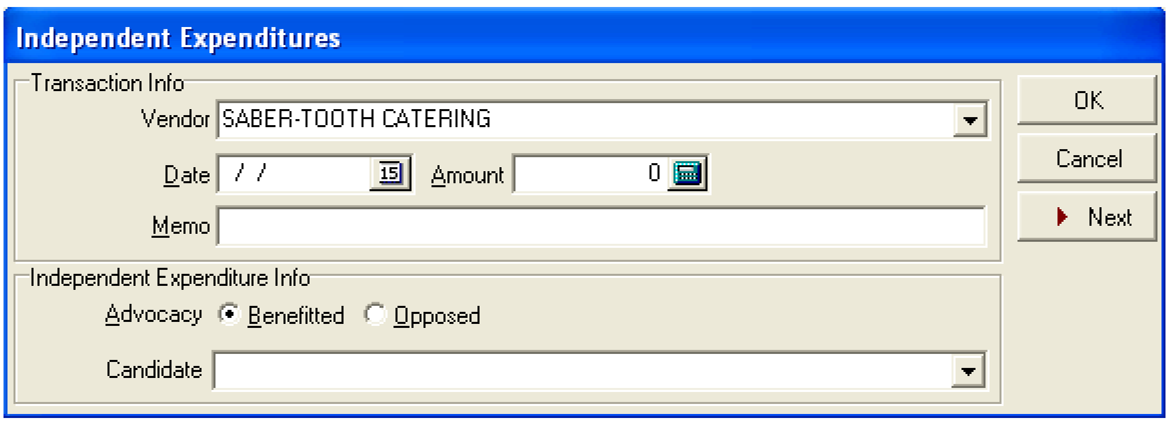
Independent Expenditures

Independent expenditures are defined in A.R.S. §16-901 (14). Committees other than exploratory committees, candidate committees, or $500 threshold committees may record independent expenditures using the software.

Independent expenditures increase the ***Independent Expenditures*** account (account #300) and decrease the ***Committee Equity*** account (account #100). Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

In the Main Window, click on ***Transactions*** and ***Independent Expenditure.***

The ***Independent Expenditures*** window appears.

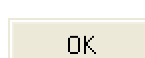


If this purchase is from an existing vendor, click the pull down arrow  in the "From" box and select a vendor by clicking on it.

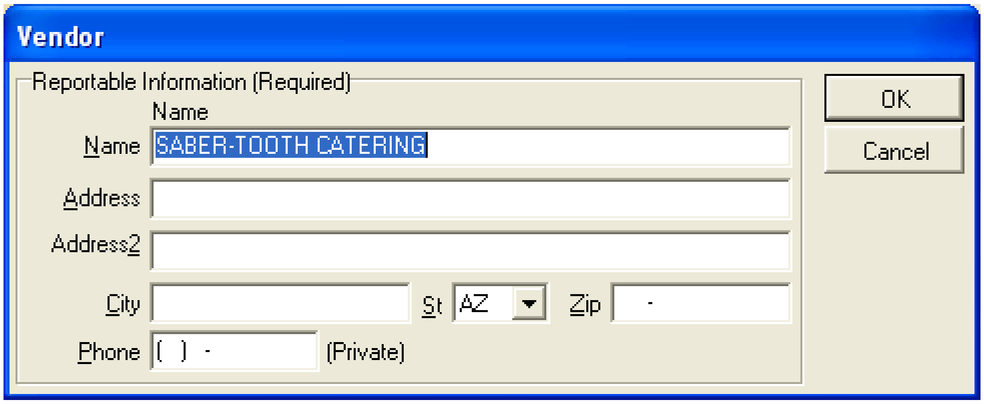
If this payment is going to a new vendor, type in the vendor name.

An information window appears if this is a new vendor.

Click ***OK***.



A Vendor information window appears.



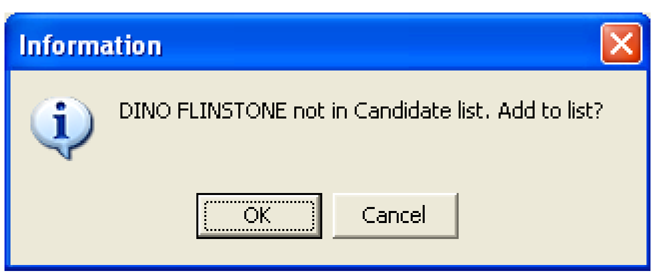
Fill out the required information and click ***OK***.

In the ***Independent Expenditures*** window, enter the date, amount, and a description of the goods or service purchased, pressing the TAB key between fields.

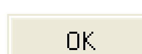
Click the radio button  next to Benefited or Opposed, depending on if the expenditure benefited or opposed the candidate.

If this is not a new candidate, click the pull-down arrow  and select the candidate name from the pull-down list.

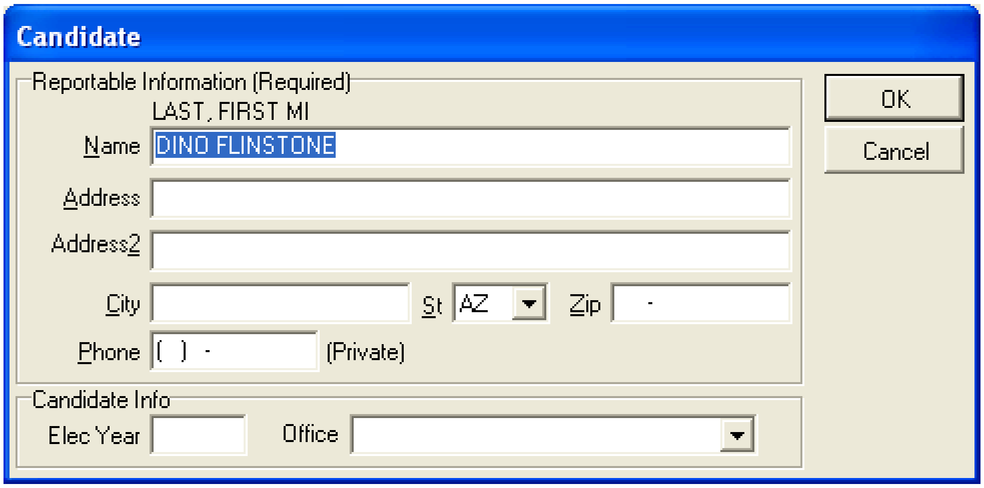
If this is a new candidate, type in the candidate name. An ***Information*** window appears.



Click ***OK***.



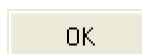
The ***Candidate*** window appears.



Fill out the form, pressing the TAB key between fields.

Click ***OK***.

In the ***Independent Expenditures*** window, click on OK.



Contributing To Other Committees

Contribution limits apply to contributions to other committees

There are two different contribution limits for two distinct types of committees. A committee that is commonly referred to as a "PAC" (Political Action Committee) is actually a non-candidate committee, and gives at the lower limit. A "Super PAC" is a non-candidate committee certified by the Secretary of State to give at the upper limit. See A.R.S. §16-905 (A) and §16-905 (B) for contribution limits, keeping in mind that the Secretary of State adjusts these limits biennially.

The requirements needed by a committee to be a Super PAC are listed in §16-905 (I). Copies of a Super PAC's certification from the Secretary of State must accompany any contributions to other committees.

Contributions to other committees increase account #440, called "Other disbursements". Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

<u>Recording Contributions To Other Committees, Including Candidate Committees</u>

In the Main Window, click on ***Transactions***, ***Contributions***, ***Contribute to.***

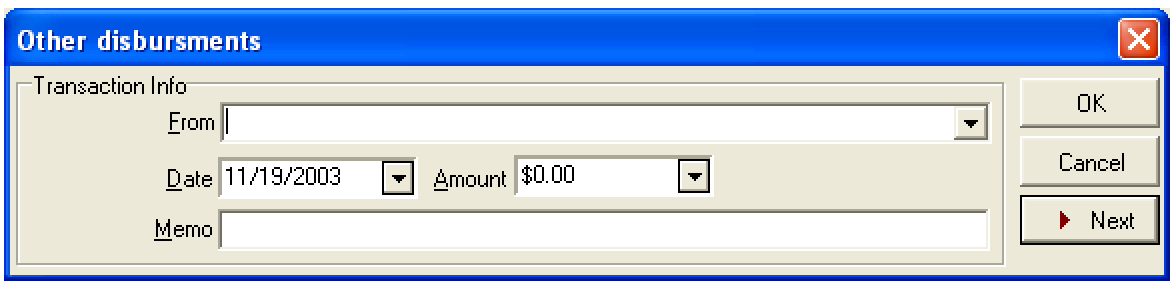
This transaction is the functional equivalent to the function called ***Other Disbursements***. See the section with that name for further explanation of its use.

Other Disbursements

Use this function to record disbursements that are not operating expenses. Examples of these disbursements may include non-essential goods or services received by the committee. This function increases account #440, called ***Other Disbursements*** and decreases account #100, ***Committee Equity***. Entries to this account can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

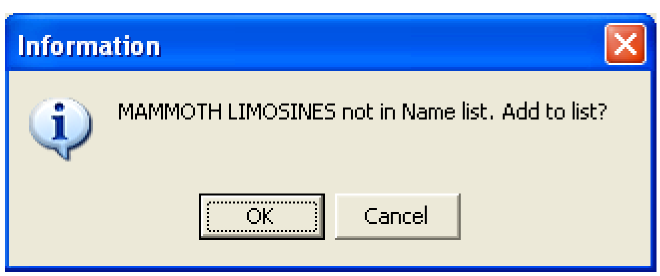
In the Main Window, click on ***Transactions***, ***Other***, and ***Disbursements.***

The ***Other Disbursements*** window appears.

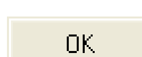


If you have paid this entity before, click the pull-down arrow  and select the entity name from the pull-down list by clicking on it.

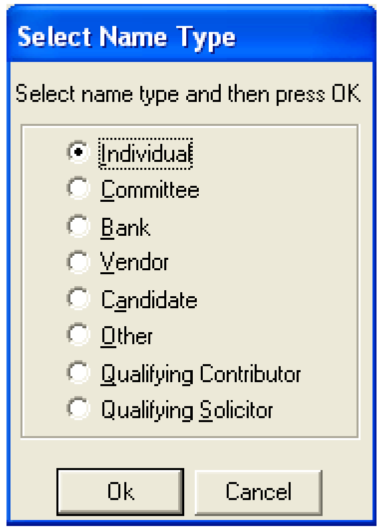
If this is a new entity, type in the entity name. An ***Information*** window appears.



Click OK.

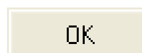


The ***Select Name Type*** window appears.



Select the type of entity by clicking on the radio button next to it. 

Click ***Ok***.



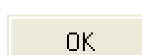
The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the ***Individual*** window will appear.

Fill out the form, pressing the TAB key between fields.

Click ***OK***.

Back in the ***Other Disbursements*** window, enter the date, amount, and description of the disbursement, pressing the TAB key between fields.

Click ***OK***.



Loans, Repayments and Interest

According to A.R.S. §16-906, loans are contributions to the extent that they are unpaid. Therefore, loans made to the committee by persons other than the candidate or his/her family members are subject to contribution limits as defined by A.R.S. §16-905. Loans made to the committee by the candidate or his/her family members are subject to personal monies notification levels as outlined in the same statute. Keep in mind that the Secretary of State adjusts the limits and levels in this statute biennially. Consult the Campaign Finance Web page at www.sos.state.az.us/cfs for current limits; or see the office of the Secretary of State for a paper copy of the limits.

In the software there are four internal accounts that hold loan information. Accounts #300 and 310 contain information for loans from candidates and non-candidates, respectively. Account #320 contains information regarding loans made by the committee to another entity. Account #420 contains entries showing interest gained on loans made by the committee.

Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Receiving Candidate Loans

A note about candidate loans

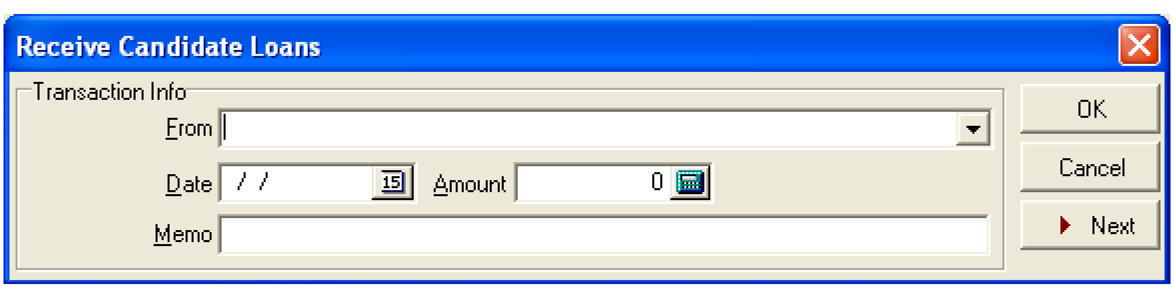
This is where to record loans made by a candidate to their exploratory or candidate committee. Other types of committees should not use this function.

Entries of Candidate loans increase the ***Loans from Candidate*** account (account #300) and the ***Committee Equity*** account (account #100).

Recording candidate loans

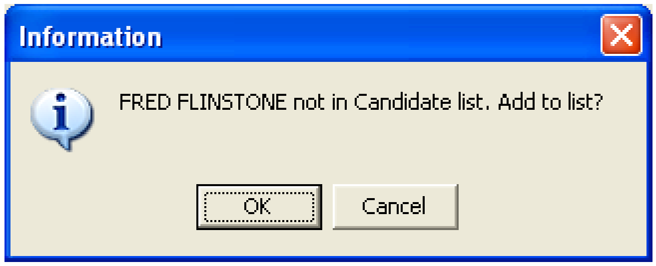
In the Main Window, click on ***Transactions***, ***Loans***, ***Receive*** and ***Candidate Loan***.

The ***Receive Candidate Loan*** window appears.

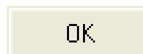


If this is not the first time you have used the function, click the pull-down arrow and click the candidate name on the pull-down list.

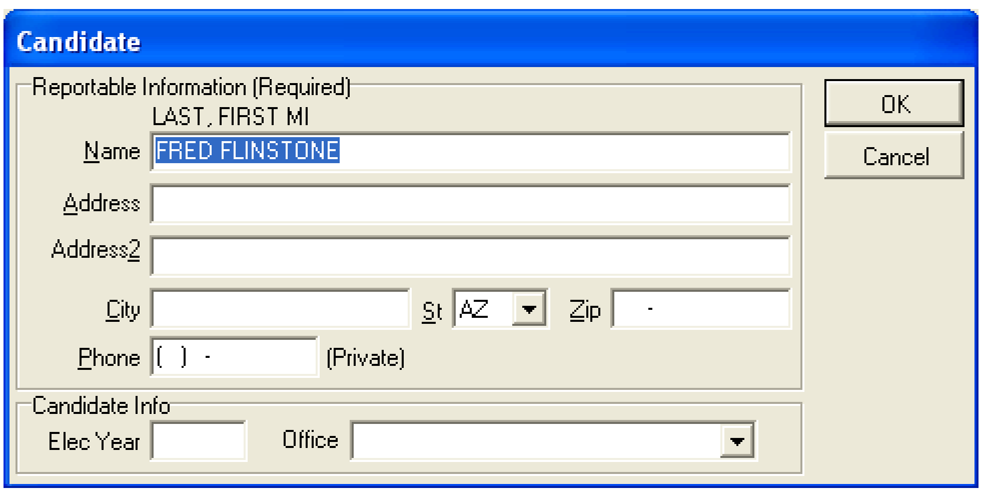
If this is the first time you have used this function, enter the candidate name in the ***From*** box. An ***Information*** window appears.



Click ***OK***.



The ***Candidate*** window appears.

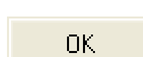


Fill out the form, pressing the TAB key between fields.

Click ***OK***.

Back in the ***Receive Candidate Loan*** window, enter the date and amount of the loan, pressing the TAB key between fields.

Click ***OK***.



Repaying Candidate Loans

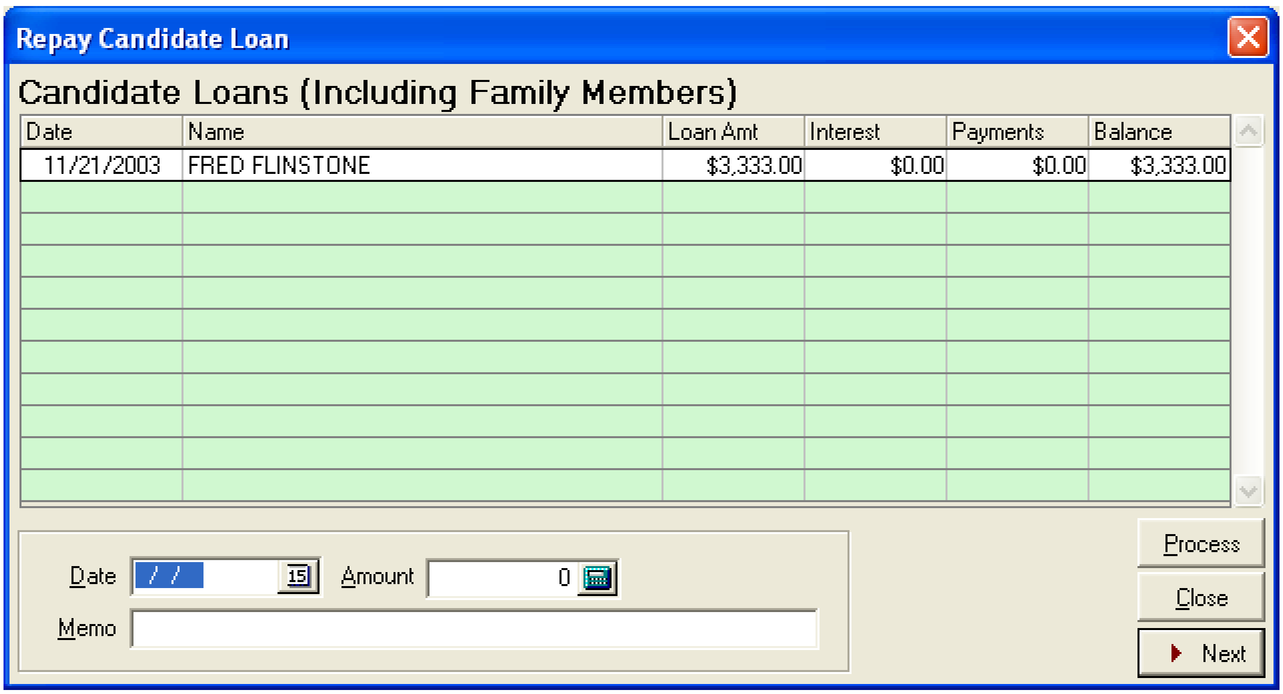
A note about repaying candidate loans

Repayments of candidate loans decrease the ***Loans from Candidate*** account (account #300) and the ***Committee Equity*** account (account #100).

Recording repayment of candidate loans

In the Main Window, click on ***Transactions***, ***Loans***, ***Repay*** and ***Candidate Loan***.

The ***Repay Candidate Loan*** window appears.



Select the loan that you wish to make a payment on by clicking on it.

Enter the date and amount of the payment, pressing the TAB key between fields.

Click ***Process***.

Accruing Interest For Candidate Loans

When entering interest for Non-Candidate loans go to the Transaction\Loans\Accrue\Interest\Candidate Loan menu. Enter the date and amount of the interest along with the any comment on the memo line.

Receiving Non-Candidate (Other) Loans

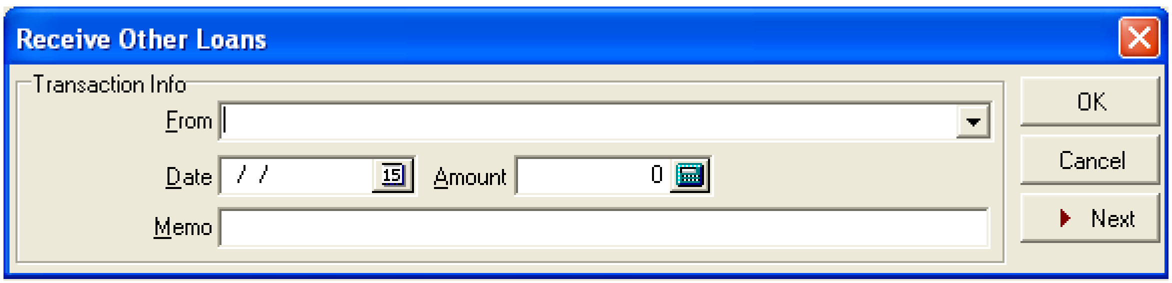
A note about non-candidate loans

Entries of Candidate loans increase the ***Loans from Other Sources*** account (account #310) and the ***Committee Equity*** account (account #100).

Recording candidate loans

In the Main Window, click on ***Transactions***, ***Loans***, ***Receive*** and ***Other Loan***.

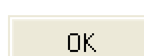
The ***Receive Other Loan*** window appears.



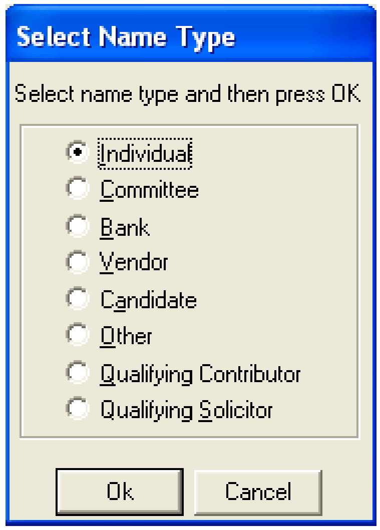
If this is not the first time you have received loans from this lender, click the pull-down arrow and click on the lender name on the pull-down list.

If this is the first time you have received loans from this lender, enter the candidate name in the ***From*** box. An ***Information*** window appears.

Click ***OK***.

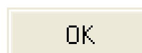


The ***Select Name Type*** window appears.



Select the type of entity for the lender by clicking on the radio button next to it. 

Click ***Ok***.



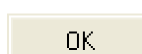
The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the ***Individual*** window will appear.

Fill out the form, pressing the TAB key between fields.

Click ***OK***.

Back in the ***Receive Other Loan*** window, enter the date and amount of the loan, pressing the TAB key between fields.

Click ***OK***.



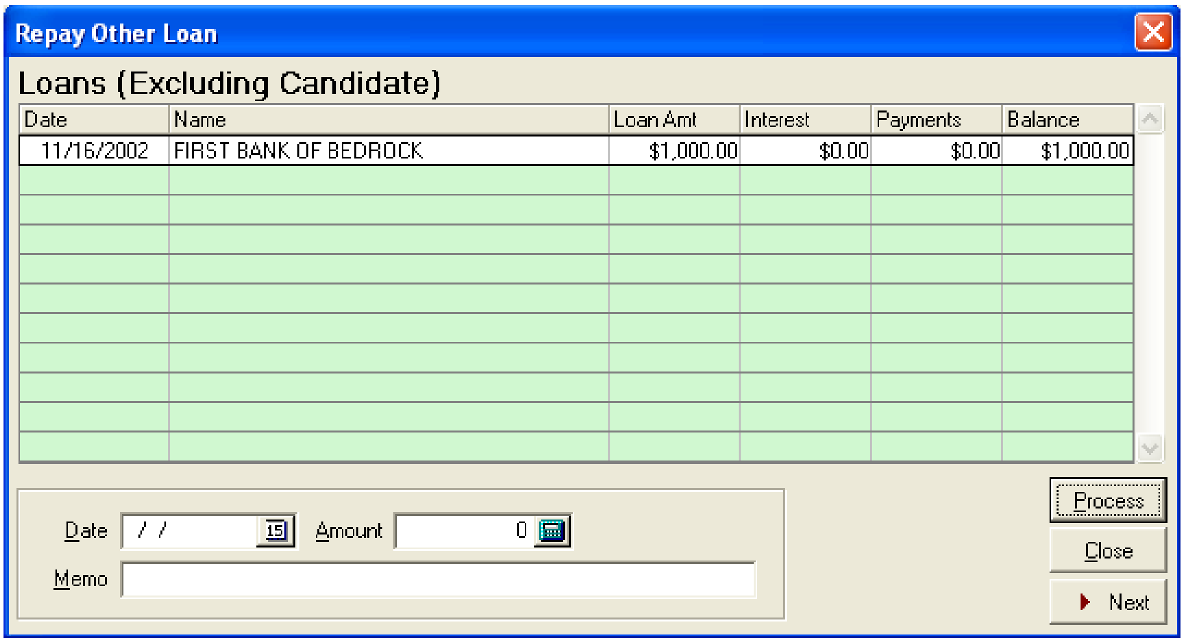
Repaying Non-Candidate (Other) Loans

A note about repaying non-candidate loans

Repayments of candidate loans decrease the ***Loans from Other Sources*** account (account #310) and the ***Committee Equity*** account (account #100).

Recording repayment of non-candidate loans

In the Main Window, click on ***Transactions***, ***Loans***, ***Repay*** and ***Other Loan***.
The ***Repay Other Loan*** window appears.



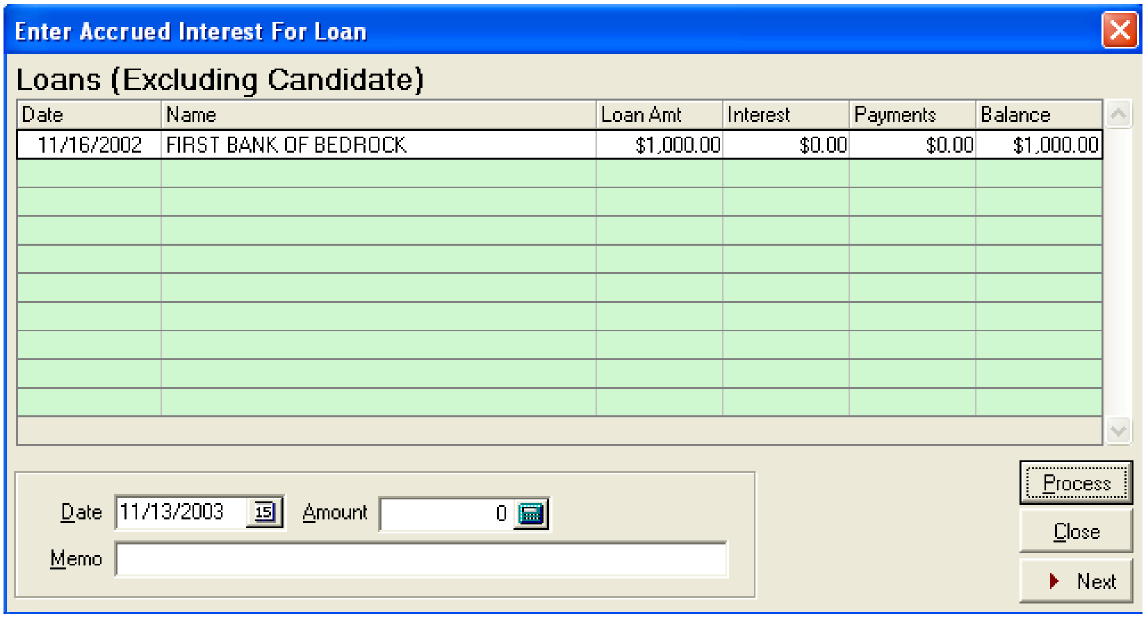
Select the loan that you wish to make a payment on by clicking on it.

Enter the date and amount of the payment, pressing the TAB key between fields.

Click ***Process***.

Accruing Interest For Non-Candidate Loans

When entering interest for Non-Candidate loans go to the Transaction\Loans\Accrue Interest\Other Loan menu. Enter the date and amount of the interest along with the any comment on the memo line.



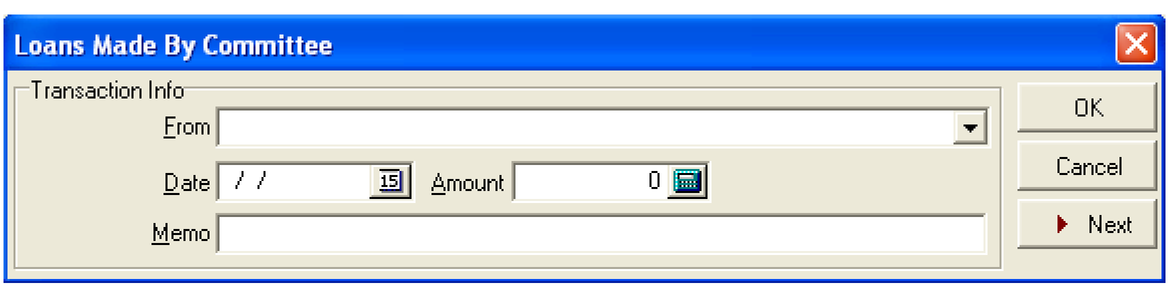
Making Committee Loans

Candidate or exploratory committees must not make loans to other candidate or exploratory committees, with exceptions described in A.R.S. §16-905 (H).

Loans made by the committee increase the ***Loans Made by Reporting Committee*** account (account #320) and decrease the ***Committee Equity*** account (account #100).

Click on ***Transactions***, ***Loans***, and ***Make Loan***.

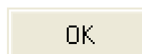
The ***Loans Made By Committee*** window appears.



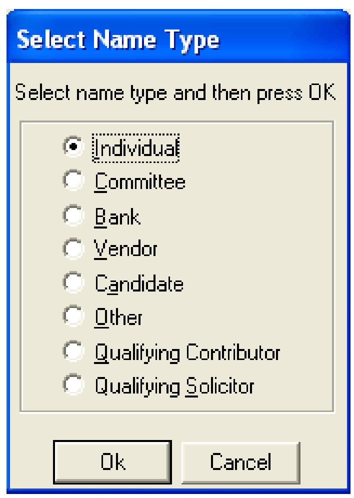
If the recipient is already in the names list, click the pull-down arrow  and click the recipient name on the pull-down list.

If the recipient is not in the names list, enter the recipient name in the ***From*** box. An ***Information*** window appears.

Click ***OK***.

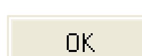


The ***Select Name Type*** window appears.



Select the type of entity for the recipient by clicking on the radio button next to it. 

Click ***Ok***.



The appropriate window will appear to record information about that particular type of entity. For instance, for an individual the ***Individual*** window will appear.

Fill out the form, pressing the TAB key between fields.

Transfers of Funds

These transfer functions record transfers of funds from one committee to another that are **not** contributions. For instance, a committee may wish to transfer funds from a previous committee to a subsequent committee at any time during the election cycle, or two or more committees may host a joint fundraising effort and need to split the proceeds later.

Prompts in the transfer functions will ask the operator for the committee ID of the sending or receiving committee. If the committee does not have an ID issued by the Secretary of State, enter the ID issued by a local jurisdiction.

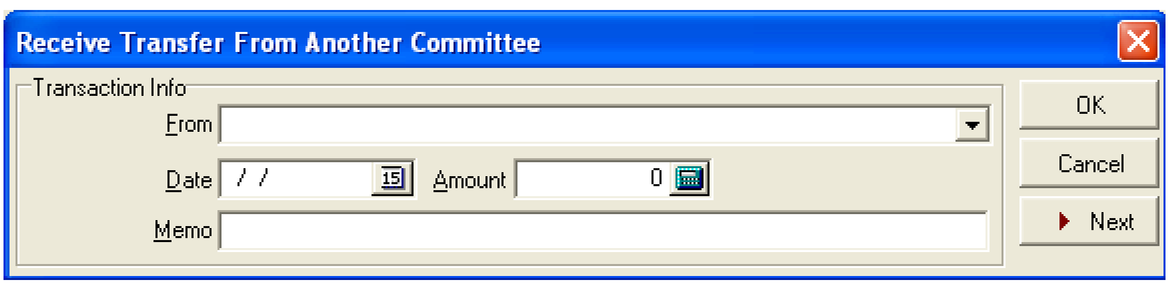
There are two accounts that hold transactions regarding transfers of funds: account #600, which records transfers to other committees, and account #610, which records transfers from other committees. Entries to these accounts can be viewed and edited; see the section on **Viewing and Editing Account Entries** for instructions on how to do this.

Transfers From Another Committee

This function increases the ***Committee Equity*** account (account #100) and the ***Transfer from Another Committee*** account (account #610).

In the main window, click on ***Transaction***, ***Transfers***, and ***From Another Committee ID***.

The ***Receive Transfer From Another Committee*** window appears.

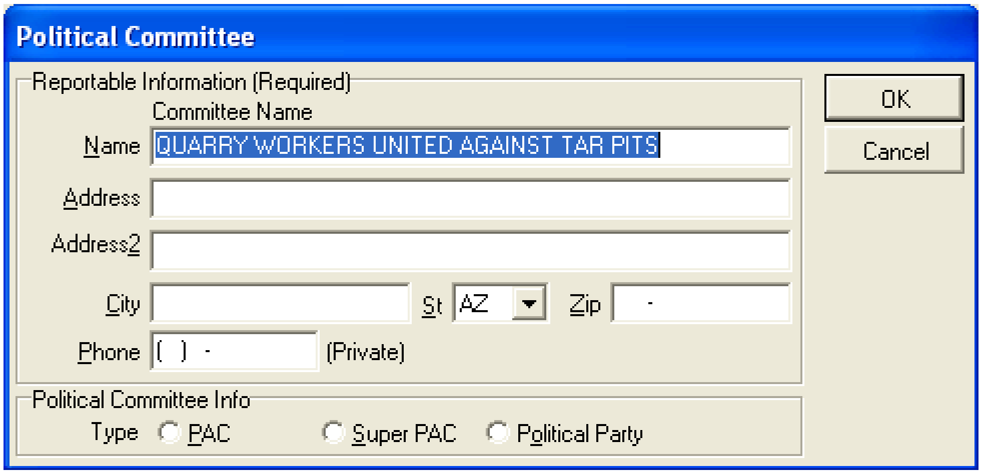


If the sending committee is already in the names list, click the pull-down arrow and click on the name of the sending committee.

If the sending committee is not in the names list, enter the committee name in the ***From*** box. An ***Information*** window appears.

Click ***OK***.

The ***Political Committee*** window appears.



Fill out the form, pressing the TAB key between fields.

Click ***OK***.

Back in the ***Receive Transfer From Another Committee*** window, enter the date and amount of the transfer, along with any remarks, pressing the TAB key between fields.

Click ***OK***.

NOTE: ***Also see section on Transfer Previous Committee Surplus.***

Transfers To Another Committee

This function decreases the ***Committee Equity*** account (account #100) and increases the ***Transfer To Another Committee*** account (account #600).

In the main window, click on ***Transaction***, ***Transfers***, and ***To Another Committee ID***.

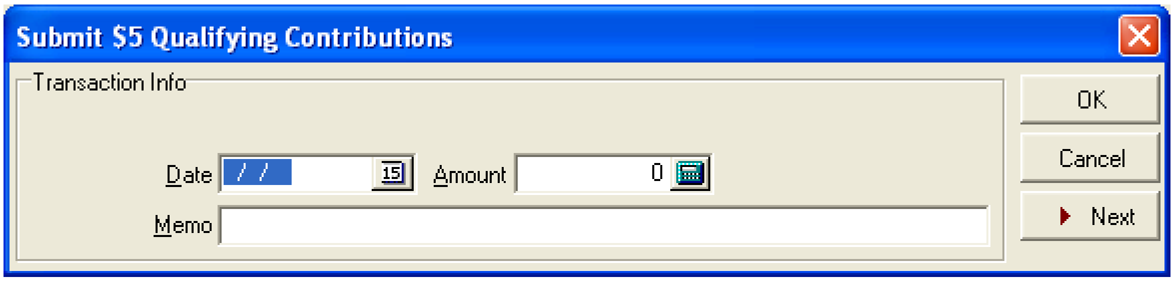
For data entry purposes, this function is the same as the transfer from another committee. Follow the instructions in that section, but enter the name of the *receiving* committee instead of the sending committee.

Transfers of Qualifying Contributions

When a committee submits an application to receive participating funds, it writes a check for the amount of qualifying contributions it has received. Use this function to record that event.

In the main window, click on ***Transaction***, ***Contributions***, ***Qualifying Contributions*** and ***Submit $5 Qualifying Contributions to CCEC Fund***

The ***Submit $5 Qualifying Contributions to CCEC Fund*** window appears.



Enter the date and amount of the transfer, and click ***OK***.

Menu Map

- **File**
  - New Committee
  - Open Committee
  - Delete Committee
  - Committee Properties
  - **Committee Actions**
    - **Export**
      - Names
      - Contributors with Totals
      - Filtered
    - **Import**
      - Import Names
    - Correct Filer ID
    - Clear All Transactions
    - Clear All Names & Transactions
    - Clear Triggers
    - Convert Exploratory to Candidate Committee
    - Trigger and Limit Check
  - Set Current Period
  - Preferences
  - **Database**
    - Backup
    - Restore
    - Compress
  - Exit
- **Lists**
  - Accounts
  - Names
  - Campaign Limits
- **Transactions**
  - **Previous Committee**
    - Set Previous Campaign Surplus
    - Enter Previous Debts
    - Pay on Previous Debts
  - **Contributions**
    - **Individual/Personal/Family**
      - Receive/Refund
    - **Committee Contribution**
      - Receive/Refund
    - **Clean Campaign Participating Funding**
      - Receive/Refund
    - **Qualifying Contributions**
      - Receive/Refund
      - Transfer
    - Small (aggregate $25 or less)
    - In-kind
    - Contribute to…
  - **Expenses**
    - Write Check/Make Expenditure
    - Enter Bills
    - Pay Bill
    - Receive Credit
    - In-Kind Expenditure
  - **Loans**
    - **Receive**
      - Candidate/Other Loan
    - **Repay**
      - Candidate/Other Loan
    - **Accrue Interest**
      - Candidate/Other Loan
    - **Committee Loan**
      - Make Loan/Receive Payment
  - **Transfers**
    - From Another Committee ID
    - To Another Committee ID
  - **Other**
    - Receipts
    - Disbursements
  - Interest
  - Independent Expenditure
- **Reports**
  - Statement of Organization
  - **Citizens Clean Elections**
    - Application for Certification of Participating Candidate
    - Application to Receive Participating Funds and $5 Qualifying Contrib. List
  - Period Report
  - Electronic Filing
- **Window**
  - Cascade
  - Tile
  - Arrange Icons
  - Close All
- **Help**
  - Contents
  - Search for Help on…
  - How to Use Help
  - About…
- **Online**
  - Secretary of State Web Site
  - Check for Update